

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

FY2023 Proposed Budget - Police Department Presentation

PRESENTER:

Michael McLean, Interim Police Chief

ITEM NUMBER:

I.1

SUMMARY:

No vote is requested for this agenda item.

Review preliminary FY2023 budget for the Police Department.

SUGGESTED MOTION:

FOLLOW-UP:

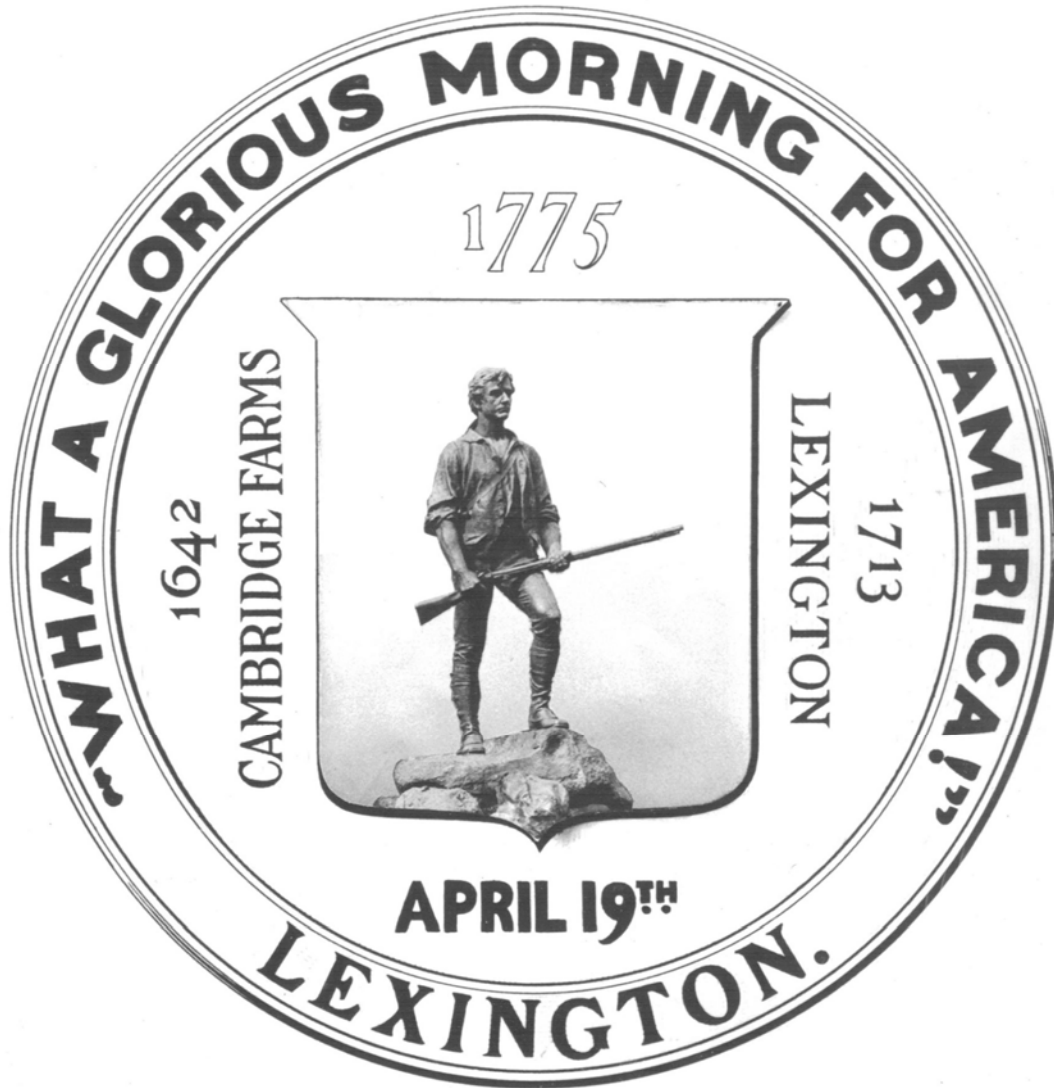
DATE AND APPROXIMATE TIME ON AGENDA:

12/1/2021

9:00am

ATTACHMENTS:

Description	Type
 Presentation - Police FY2023 Proposed Budget	Presentation



Police Department
Requested Budget
Fiscal Year 2023

Submitted by:
Michael McLean, Interim Chief of Police

Select Board Presentation
December 1, 2021



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4100 Law Enforcement

Mission: The Lexington Police Department is a professional, accredited organization committed to working in partnership with the community to ensure the Town of Lexington is a safe and welcoming place to live, work and visit. Our mission is to provide high quality, accountable police services, reflecting the values of the community in a manner that affirms the fair and equitable treatment of all, where each individual matters and their rights are recognized and protected.

A team of dedicated police officers, detectives, dispatchers and support staff effectively provide assistance in emergencies, promote traffic safety, suppress crime, reduce fear and deliver important services to the community through a variety of prevention, including problem solving, community engagement and law enforcement programs.

Budget Overview: The FY2023 Police Department level-service request of \$8,170,816 reflects a net increase of \$26,669 or 0.33% (compensation decreases \$(44,252) or (0.62)% and expenses increase \$70,921 or 6.92%) from the FY2022 budget.

The FY2023 requested police budget provides for the continuation of level service that in FY2021 met 13,501 calls for service with over 600 crimes investigated. The current Police Department staff includes 66 full-time and 24 part-time employees with personnel representing 86.6% of the budget. The remaining 13.4% for expenses cover necessary supplies, contracts and equipment. Our efforts are coordinated through seven police programs: Police Administration, Patrol & Enforcement, Traffic Bureau, Investigations & Prevention, Dispatch, Animal Control and School Crossing Guards. The Police Department regularly seeks grants and other methods of alternative funding. In FY2021, we were awarded the State 911 Support & Incentive Grant in the amount of \$109,744 to defray the costs of salaries for enhanced 911 Dispatch personnel and \$10,432 for Dispatch personnel training and expenses. The Police Department is currently funded for 50 Police Officers and 10 Dispatchers including a Dispatch Supervisor.

At the time this budget was submitted, all collective bargaining units in the Department are under agreement with the Town of Lexington through June 30, 2022 with the exception of the LPPA and Dispatch 1703 which are currently in contract negotiations.

The Police Department has liaisons with or staff assigned or appointed to the Transportation Safety Group, Human Rights Committee, Police Manual Committee and the Town Celebrations Committee. Due to the availability of police statistics and overlapping areas of interest, the Police Department frequently contributes to the 20/20 Vision Committee, Safe Routes to School, School Committee, Lexington High School, Sustainable Lexington Committee, Lexington Center

Committee, Bicycle Advisory Committee, Human Services Committee, Development Review Team, and the Lexington Youth Commission.

Police Department 12-18 Month Goals:

1. Identify and schedule training surrounding Diversity, Equity and Inclusion (DEI), Fair and Impartial Policing (FIP) and De-escalation Techniques. Explore ways to increase our community engagement to ensure trust, accountability and transparency with the residents, work force and visitors of Lexington.
2. Continue to support and work with the Facilities Department, the Permanent Building Committee, Tecton Architects and input from citizen groups regarding the design and construction of a new police station.
3. With the anticipated hiring of a Police Chief in early 2022, and potentially other members of the command staff, continue the smooth transition plan and executive development practices that will continue to identify and develop future leaders from within the Department.

Program Improvement Requests	Comp.	Expenses	Benefits	Total
Administrative Lieutenant	\$ 141,661	\$ —	\$ 18,446	\$ 160,107
Crossing Guard	\$ 7,921	\$ —	\$ 115	\$ 8,036
Required Police Training	\$ 41,840	\$ —	\$ 607	\$ 42,447
Holding Cell Shifts	\$ 44,800	\$ —	\$ 650	\$ 45,450
Total 4100 by Request	\$ 236,222	\$ —	\$ 19,818	\$ 256,040

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$7,073,419	\$7,471,636	\$7,613,247	\$7,639,916	\$26,669	0.35%
Fees & Charges						
Fees	\$113,811	\$88,026	\$115,000	\$115,000	\$0	—%
Fines & Forfeitures	\$152,654	\$59,820	\$101,000	\$101,000	\$0	—%
Licenses & Permits	\$3,188	\$5,100	\$2,800	\$2,800	\$0	—%
Parking Fund*	\$312,100	\$312,100	\$312,100	\$312,100	\$0	—%
Total 4100 Law Enforcement	\$7,655,172	\$7,936,682	\$8,144,147	\$8,170,816	\$26,669	0.33%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$6,753,696	\$7,002,993	\$7,118,998	\$7,074,746	\$(44,252)	(0.62)%
Expenses	\$901,475	\$933,689	\$1,025,149	\$1,096,070	\$70,921	6.92%
Total 4100 Law Enforcement	\$7,655,171	\$7,936,682	\$8,144,147	\$8,170,816	\$26,669	0.33%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Total 4110 Police Administration	\$1,799,212	\$1,925,919	\$1,804,589	\$1,796,646	\$(7,943)	(0.44)%
Total 4120 Patrol & Enforcement	\$3,604,027	\$3,743,861	\$4,001,304	\$4,063,728	\$62,424	1.56%
Total 4130 Traffic Bureau	\$463,758	\$428,958	\$396,075	\$399,256	\$3,181	0.80%
Total 4140 Investigations	\$870,040	\$932,948	\$958,461	\$946,043	\$(12,418)	(1.30)%
Total 4150 Dispatch	\$699,122	\$700,905	\$738,222	\$722,587	\$(15,635)	(2.12)%
Total 4160 Animal Control	\$65,812	\$67,053	\$69,888	\$73,104	\$3,216	4.60%
Total 4170 Crossing Guards	\$153,200	\$137,039	\$175,608	\$169,452	\$(6,156)	(3.51)%
Total 4100 Law Enforcement	\$7,655,171	\$7,936,683	\$8,144,147	\$8,170,816	\$26,669	0.33%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$5,594,835	\$5,754,440	\$6,172,458	\$6,134,787	\$(37,671)	(0.61)%
Overtime	\$1,158,861	\$1,248,553	\$942,040	\$936,359	\$(5,681)	(0.60)%
<i>Personal Services</i>	<i>\$6,753,696</i>	<i>\$7,002,993</i>	<i>\$7,114,498</i>	<i>\$7,071,146</i>	<i>\$(43,352)</i>	<i>(0.61)%</i>
Contractual Services	\$342,735	\$287,089	\$410,742	\$419,324	\$8,582	2.09%
Utilities	\$108,729	\$112,457	\$128,487	\$164,747	\$36,260	28.22%
Supplies	\$223,212	\$264,008	\$217,281	\$219,623	\$2,342	1.08%
Small Capital	\$226,799	\$270,135	\$268,639	\$292,376	\$23,737	8.84%
<i>Expenses</i>	<i>\$901,475</i>	<i>\$933,689</i>	<i>\$1,025,149</i>	<i>\$1,096,070</i>	<i>\$70,921</i>	<i>6.92%</i>
Total 4100 Law Enforcement	\$7,655,171	\$7,936,682	\$8,139,647	\$8,167,216	\$27,569	0.34%

*Reflects transfers from the Parking Fund to the General Fund rather than actual revenue from parking permits, Depot Square lot fees, and parking meter revenue.



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4100 Law Enforcement

<i>Authorized/Appropriated Staffing</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Chief	1	1	1	1
Captain of Operations	1	1	1	1
Captain of Administration	1	1	1	1
Administrative Sergeant	1	1	1	1
Lieutenants (Patrol)	4	4	4	4
Sergeants (Patrol)	5	5	5	5
Police Officers	29	29	29	29
Lieutenant (Detective)	1	1	1	1
Sergeant (Detective-Prosecutor)	1	1	1	1
Detectives; Major Case	3	3	3	3
Family Services Detective	1	1	1	1
School Resource Officer	1	1	1	1
Community Resource Officer	1	1	1	1
Cadets - 6 part-time	3.06	3.06	3.06	3.06
Parking Enforcement Officer	1	1	1	1
Dispatch Supervisor	—	1	1	1
Dispatchers	9	9	9	9
Office Manager	1	1	1	1
Traffic Bureau Supervisor	1	1	1	1
Administrative Assistant	1	1	1	1
Department Account Assistant	1	1	1	1
Mechanic	1	1	1	1
Animal Control - 1 part-time	—	—	—	—
Parking Lot Attendants - 8 part-time	2.81	2.81	—	—
Crossing Guards - 17 part-time	3.69	3.69	3.69	3.69
Total FTE	74.56	75.56	72.75	72.75
	50 Officers	50 Officers	50 Officers	50 Officers
Total FT/PT	65FT/32PT	65FT/32PT	66FT/24PT	66FT/24PT

Overall staff changes from FY2020 to FY2023:

FY2021 - Lead Dispatcher role reflects program improvement, funded via Enhanced 911 state grant.

FY2022 - Parking Lot Attendants reflect a transition at the Depot Lot from an attended lot to a pay-by-plate program



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4100 Law Enforcement

Element: 4110 Police Administration

Budget Description: The Chief and two Captains serve the community and employees by overseeing administrative and operational functions including: budget, recruitment, planning and research, training, records, information systems, fleet and equipment, purchasing, union affairs, policy, special events, personnel, traffic, parking, performance measurement, communications, patrol, investigation, special services and programming. Each of the four patrol Lieutenants leads a team of patrol officers, dispatchers and sergeants, providing 24/7 policing services. An administrative Sergeant tends to the accreditation program as well as detail and event planning. An office manager and a department clerk provide critical support through records management, accounting and statistical reports, payroll, public information, billing, scheduling and database applications. Six police cadets work on a part-time basis in various operational and administrative support functions. One mechanic is responsible for the transportation and fleet needs of the department including purchasing, equipping, maintaining, repairing and replacing vehicles and other specialized equipment.

FY2023 Requests: Wages reflect a decrease due to retirements and movement within the Department. FY2023 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

Telephone increased \$300 due to minor increases in vendor pricing. There was also a minor increase of \$492 in Membership/Dues also due to vendor pricing. Gasoline is projected to increase by 40% due to current pricing volatility in the global market.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$1,289,909	\$1,356,532	\$1,128,772	\$1,127,921	\$(851)	(0.08)%
514000	Night Differential	\$36,270	\$35,408	\$37,587	\$36,599	\$(988)	(2.63)%
513000	Overtime	\$299,651	\$363,412	\$206,532	\$205,217	\$(1,315)	(0.64)%
514050	ECI/Quinn	\$0	\$0	\$192,981	\$186,166	\$(6,815)	(3.53)%
514060	Holiday Pay	\$50,567	\$52,409	\$49,825	\$49,067	\$(758)	(1.52)%
514090	Longevity	\$152	\$307	\$3,400	\$3,400	\$0	—%
511010	Part-Time Wages	\$52,331	\$44,795	\$87,844	\$86,746	\$(1,098)	(1.25)%
514100	Stipends	\$0	\$0	\$7,800	\$7,800	\$0	—%
<i>Subtotal Compensation</i>		<i>\$1,728,880</i>	<i>\$1,852,863</i>	<i>\$1,714,741</i>	<i>\$1,702,916</i>	<i>\$(11,825)</i>	<i>(0.69)%</i>
520000	Contract Services	\$7,597	\$8,741	\$9,024	\$9,024	\$0	—%
538080	Printing & Forms	\$313	\$332	\$1,500	\$1,500	\$0	—%
572000	Mileage	\$367	\$287	\$500	\$500	\$0	—%
542020	Postage & Mailing	\$35	\$163	\$500	\$500	\$0	—%
530060	Prof Dev & Training	\$2,600	\$2,470	\$11,850	\$11,850	\$0	—%
571000	Travel	\$7,659	\$1,475	\$7,500	\$7,500	\$0	—%
530040	Sem./Workshops/Conf.	\$1,337	\$704	\$1,000	\$1,000	\$0	—%
534020	Telephone	\$14,044	\$16,546	\$16,764	\$17,064	\$300	1.79%
534030	Mobile Devices	\$630	\$5,335	\$6,000	\$6,000	\$0	—%
531030	Gasoline/Diesel	\$6,130	\$5,433	\$7,710	\$10,800	\$3,090	40.08%
558000	Supplies	\$6,437	\$7,488	\$7,000	\$7,000	\$0	—%
542000	Office Supplies	\$5,425	\$4,326	\$4,400	\$4,400	\$0	—%
573000	Membership/Dues	\$9,457	\$10,392	\$9,900	\$10,392	\$492	4.97%
558010	Clothing & Safety Equipment	\$8,302	\$9,365	\$6,200	\$6,200	\$0	—%
<i>Subtotal Expenses</i>		<i>\$70,333</i>	<i>\$73,057</i>	<i>\$89,848</i>	<i>\$93,730</i>	<i>\$3,882</i>	<i>4.32%</i>
Total 4110 Police Administration		\$1,799,213	\$1,925,920	\$1,804,589	\$1,796,646	\$(7,943)	(0.44)%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4100 Law Enforcement

Element: 4120 Patrol & Enforcement

Budget Description: The patrol division consists of 34 officers; there are 29 patrol officers and 5 Sergeants. They provide a wide variety of front-line services 24/7 that include: intervening in emergencies, promoting traffic safety, suppressing crime and responding to a multitude of service needs within the community. The patrol division uses a deployment plan that divides the Town into four sectors and assigns one officer to each. In FY2021, Patrol responded to 13,501 calls for service including over 600 reported crimes. Many incidents require more than one officer to respond, such as car crashes, domestic disturbances and arrest situations.

FY2023 Requests: The wage increases reflect step increases for newer officers and contractual agreements with the Lexington Police Patrolmen's Association (Patrol Officers & Detectives) and IBPO 501 (Superior Officers). FY2023 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

There is an increase of \$2,600 in mileage due to an additional day of In-Service training as well as Diversity, Equity and Inclusion and De-Escalation and Defensive Tactic trainers due to POST (Peace Officer Standards & Training). This also increased our Training budget by \$750 due to the additional day of In-Service. Mobile Devices have increased \$3,300 due to the amount of equipment needed for the cruisers. Gasoline is projected to increase by 40% due to current pricing volatility in the global market. An increase of 24.81% in supply costs due to the inflated cost and availability of ammunition as well as new costs associated with Less than Lethal Munitions (a device that is designed to expel or propel less lethal ammunition). Clothing decreased by \$6,750 as we will only need to outfit 3 new Officers with Class A uniforms. We were also advised of a possible 3% increase for our radios and laptops in Small Equipment. Lastly, we have increased our Vehicle budget \$22,211 in support of the acquisition of another two Hybrid vehicles to our fleet along with the costs associated to turn these vehicles into police vehicles. These lower emission vehicles will help move our fleet towards the Town and Select Board goals of utilizing fully electric vehicles.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$2,365,846	\$2,433,868	\$2,349,920	\$2,379,225	\$29,305	1.25%
514000	Night Differential	\$50,958	\$46,725	\$104,733	\$105,853	\$1,120	1.07%
513000	Overtime	\$586,956	\$628,788	\$514,291	\$515,207	\$916	0.18%
514050	ECI/Quinn	\$0	\$0	\$322,974	\$297,498	\$(25,476)	(7.89)%
514060	Holiday Pay	\$116,568	\$129,469	\$146,629	\$146,891	\$262	0.18%
<i>Subtotal Compensation</i>		\$3,120,328	\$3,238,850	\$3,438,547	\$3,444,674	\$6,127	0.18%
520000	Contract Services	\$8,144	\$7,209	\$18,779	\$18,779	\$0	—%
524030	Equip. Service & Repair	\$12,373	\$6,436	\$19,702	\$19,702	\$0	—%
572000	Mileage	\$2,521	\$1,310	\$3,000	\$5,600	\$2,600	86.67%
530060	Prof Dev & Training	\$14,495	\$12,180	\$19,000	\$19,750	\$750	3.95%
530040	Sem./Workshops/Conf.	\$2,343	\$1,325	\$1,500	\$1,500	\$0	—%
534040	Software Maintenance	\$7,040	\$6,010	\$6,000	\$6,000	\$0	—%
534060	Comm. & Network Supp.	\$15,963	\$17,586	\$22,083	\$22,083	\$0	—%
534030	Mobile Devices	\$15,900	\$13,472	\$12,480	\$15,780	\$3,300	26.44%
531030	Gasoline/Diesel	\$45,921	\$45,217	\$56,540	\$79,200	\$22,660	40.08%
558000	Supplies	\$46,860	\$44,516	\$40,300	\$50,300	\$10,000	24.81%
573000	Membership/Dues	\$695	\$305	\$3,500	\$3,500	\$0	—%
558010	Clothing & Safety Equipment	\$50,719	\$53,724	\$63,500	\$56,750	\$(6,750)	(10.63)%
548010	Engine Oils/Lubricants	\$2,721	\$1,530	\$2,734	\$2,734	\$0	—%
548020	Vehicle Parts & Supplies	\$31,207	\$24,055	\$25,000	\$25,000	\$0	—%
585020	Small Equipment	\$29,258	\$67,452	\$50,850	\$52,376	\$1,526	3.00%
585030	Vehicles	\$197,541	\$202,683	\$217,789	\$240,000	\$22,211	10.20%
<i>Subtotal Expenses</i>		\$483,701	\$505,010	\$562,757	\$619,054	\$56,297	10.00%
Total 4120 Patrol & Enforcement		\$3,604,029	\$3,743,860	\$4,001,304	\$4,063,728	\$62,424	1.56%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4100 Law Enforcement

Element: 4130 Traffic Bureau

Budget Description: A Traffic Bureau supervisor oversees the handling of parking permits, parking enforcement, parking receipts and fine collection, traffic crash and citation data entry. The Traffic Bureau includes the Parking Enforcement Officer, one account clerk and eight (8) parking lot attendants. The parking component includes 531 parking meters, the attended lot in Lexington Center, the leased permit lots and the parking permit program.

FY2023 Requests: The wage increases reflect contractual obligations for step increases and cost of living adjustments as well as a decrease in Part-Time Wages of \$90,910 due to the suspension of the attended lot in the Center.

Lease Agreements is up 1.49% or \$411 due to an increase each year in the amount of 3% for the Eversource Lot. The Church of the Redeemer Lot remains the same.

Fiscal Year	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Parking Meter Revenue	\$ 241,971	\$ 448,229	\$ 462,443	\$ 423,658	\$ 301,598	\$ 120,413

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$209,286	\$214,825	\$218,869	\$221,281	\$2,412	1.10%
513000	Overtime	\$4,385	\$1,832	\$2,910	\$2,968	\$58	1.99%
514090	Longevity	\$143	\$603	\$4,100	\$4,400	\$300	7.32%
511010	Part-Time Wages	\$85,774	\$46,689	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		<i>\$299,588</i>	<i>\$263,949</i>	<i>\$225,879</i>	<i>\$228,649</i>	<i>\$2,770</i>	<i>1.23%</i>
520000	Contract Services	\$88,713	\$63,346	\$112,320	\$112,320	\$0	—%
538080	Printing & Forms	\$4,564	\$2,035	\$5,000	\$5,000	\$0	—%
524030	Equip. Service & Repair	\$16,493	\$10,312	\$8,600	\$8,600	\$0	—%
527030	Lease Agreements	\$26,873	\$26,120	\$27,626	\$28,037	\$411	1.49%
530060	Prof Dev & Training	\$149	\$3,679	\$500	\$500	\$0	—%
558000	Supplies	\$13,783	\$45,831	\$2,850	\$2,850	\$0	—%
542000	Office Supplies	\$3,561	\$2,731	\$1,500	\$1,500	\$0	—%
543000	Repair Parts	\$0	\$478	\$9,000	\$9,000	\$0	—%
558010	Clothing & Safety Equipment	\$7,711	\$10,205	\$2,400	\$2,400	\$0	—%
553060	Tools/Lumber/Hardware	\$2,325	\$272	\$400	\$400	\$0	—%
<i>Subtotal Expenses</i>		<i>\$164,172</i>	<i>\$165,009</i>	<i>\$170,196</i>	<i>\$170,607</i>	<i>\$411</i>	<i>0.24%</i>
Total 4130 Traffic Bureau		\$463,760	\$428,958	\$396,075	\$399,256	\$3,181	0.80%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4100 Law Enforcement

Element: 4140 Investigations/Prevention

Budget Description: A Lieutenant leads a team of 1 Sergeant (Prosecutor) and 6 detectives. The Bureau Commander coordinates investigations to identify and prosecute criminals and develop public safety prevention programs. Additional responsibilities include: evidence and property control; firearms licensing; youth diversion program; Communities for Restorative Justice liaison (C4RJ); and internal investigations. The Sergeant (Prosecutor) serves as the department's liaison to the Middlesex District Attorney's Office, the district, juvenile and superior courts, conducts traffic and show cause hearings and schedules officers for court testimony as needed. Three detectives work major cases and process crime scenes including: robbery, burglary, arson, identity theft, threats and assaults. They work closely with State, Federal and regional investigators targeting criminal activity that impacts Lexington. The family services detective (FSO) investigates sexual assaults, domestic abuse and missing persons; the FSO also registers and monitors local sex offenders. The FSO is the liaison for the Domestic Violence Service Network (DVSNN), which is a community-based advocate partnership providing intervention, counseling and support to victims. One detective is assigned as School Resource Officer (SRO) at Lexington High School. One detective is assigned as a Community Resource Officer to assist with crime prevention programs and assist the public in recovering from crimes such as identity theft and is responsible for participating and creating multiple levels of community engagement.

FY2023 Requests: The wage increases reflect contractual obligations for step increases and cost of living adjustments. FY2023 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

Mileage has increased \$500 due to the additional day of In-Service, Diversity, Equity and Inclusion and De-Escalation trainers. There is a \$300 decrease in Mobile Devices as cell phone stipends have been adjusted. Gasoline is projected to increase by 40% due to current pricing volatility in the global market. Lastly, there is a \$1,400 decrease in Clothing as the Ballistic Vests were a one-time expense in FY2022.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$655,194	\$724,202	\$654,644	\$654,644	\$0	—%
514000	Night Differential	\$23,233	\$23,796	\$29,494	\$24,043	\$(5,451)	(18.48)%
513000	Overtime	\$94,405	\$73,639	\$48,920	\$47,908	\$(1,012)	(2.07)%
514050	ECI/Quinn	\$0	\$0	\$115,332	\$104,242	\$(11,090)	(9.62)%
514060	Holiday Pay	\$36,195	\$47,379	\$42,174	\$41,299	\$(875)	(2.07)%
<i>Subtotal Compensation</i>		<i>\$809,027</i>	<i>\$869,016</i>	<i>\$890,564</i>	<i>\$872,136</i>	<i>\$(18,428)</i>	<i>(2.07)%</i>
520000	Contract Services	\$13,110	\$12,575	\$12,000	\$12,000	\$0	—%
524030	Equip. Service & Repair	\$3,787	\$5,888	\$6,000	\$6,000	\$0	—%
572000	Mileage	\$1,002	\$149	\$500	\$1,000	\$500	100.00%
530060	Prof Dev & Training	\$4,006	\$198	\$2,800	\$2,800	\$0	—%
530040	Sem./Workshops/Conf.	\$1,480	\$1,117	\$2,000	\$2,000	\$0	—%
534050	Hardware Support	\$4,125	\$4,170	\$4,170	\$4,170	\$0	—%
534020	Telephone	\$459	\$449	\$600	\$600	\$0	—%
534030	Mobile Devices	\$547	\$328	\$600	\$300	\$(300)	(50.00)%
531030	Gasoline/Diesel	\$14,303	\$15,905	\$17,990	\$25,200	\$7,210	40.08%
558000	Supplies	\$6,891	\$12,425	\$8,087	\$8,087	\$0	—%
573000	Membership/Dues	\$5,925	\$5,900	\$6,250	\$6,250	\$0	—%
558010	Clothing & Safety Equipment	\$5,378	\$4,829	\$6,900	\$5,500	\$(1,400)	(20.29)%
<i>Subtotal Expenses</i>		<i>\$61,013</i>	<i>\$63,933</i>	<i>\$67,897</i>	<i>\$73,907</i>	<i>\$6,010</i>	<i>8.85%</i>
Total 4140 Investigations		\$870,040	\$932,949	\$958,461	\$946,043	\$(12,418)	(1.30)%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4100 Law Enforcement

Element: 4150 Dispatch

Budget Description: A communication center under joint authority of the fire and police chiefs is located at the police station. Ten professional civilian dispatchers, including a dispatch supervisor, direct the proper resources in response to medical, fire or police service calls. The center is also a critical information and communication link for police, public works and fire department field units and other regional public safety agencies and town departments.

FY2023 Requests: The wage decrease of \$(16,740) or (2.46)% from FY2022 reflects an increase in the amount of \$7,539 awarded from the State 911 Grant which helps offset salaries for the Dispatch Supervisor position along with personnel changes within the Department. FY2023 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

CodeRed will be increasing \$1,105 after our 3 year service contract is up in FY2022 under Contract Services.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$414,101	\$401,957	\$455,105	\$444,072	\$(11,033)	(2.42)%
514000	Night Differential	\$17,844	\$19,274	\$19,908	\$19,590	\$(318)	(1.60)%
513000	Overtime	\$173,464	\$180,882	\$169,387	\$165,059	\$(4,328)	(2.56)%
514060	Holiday Pay	\$21,379	\$24,097	\$24,759	\$24,598	\$(161)	(0.65)%
511010	Part-Time Wages	\$23,785	\$23,063	\$0	\$0	\$0	—%
514090	Longevity	\$0	\$0	\$4,500	\$3,600	\$(900)	(20.00)%
514100	Stipends	\$0	\$0	\$8,000	\$8,000	\$0	—%
<i>Subtotal Compensation</i>		<i>\$650,573</i>	<i>\$649,273</i>	<i>\$681,659</i>	<i>\$664,919</i>	<i>\$(16,740)</i>	<i>(2.46)%</i>
520000	Contract Services	\$20,594	\$20,000	\$20,540	\$21,645	\$1,105	5.38%
571000	Travel	\$0	\$0	\$2,500	\$2,500	\$0	—%
572000	Mileage	\$160	\$397	\$700	\$700	\$0	—%
530060	Prof Dev & Training	\$1,948	\$2,231	\$6,000	\$6,000	\$0	—%
534040	Software Maintenance	\$2,838	\$2,679	\$4,700	\$4,700	\$0	—%
534050	Hardware Support	\$4,994	\$(984)	\$3,660	\$3,660	\$0	—%
534060	Comm. & Network Supp.	\$730	\$1,999	\$2,000	\$2,000	\$0	—%
534020	Telephone	\$10,795	\$9,773	\$9,803	\$9,803	\$0	—%
558000	Supplies	\$4,994	\$2,954	\$1,260	\$1,260	\$0	—%
558010	Clothing & Safety Equipment	\$1,495	\$12,584	\$5,400	\$5,400	\$0	—%
<i>Subtotal Expenses</i>		<i>\$48,548</i>	<i>\$51,633</i>	<i>\$56,563</i>	<i>\$57,668</i>	<i>\$1,105</i>	<i>1.95%</i>
Total 4150 Dispatch		\$699,121	\$700,906	\$738,222	\$722,587	\$(15,635)	(2.12)%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4100 Law Enforcement

Element: 4160 Animal Control

Budget Description: In October 2015, the Towns of Lexington and Bedford entered into an agreement to share a full-time Animal Control Officer with 70% or 27-hours per week in Lexington. The Animal Control Officer (ACO) is an employee of the Town of Bedford. The ACO will continue to work cooperatively with the Board of Health on animal-related health issues. The ACO acts as the Inspector of Animals on behalf of the Commonwealth of Massachusetts and the Board of Health. In this capacity, the ACO investigates all reports of contagious or infectious diseases affecting animals as well as the quarantine of any such animal. The ACO enforces State and Town laws regarding sanitation standards at facilities where animals are kept and regulations governing the keeping of animals such as licensing, leash law, excessive barking or biting.

FY2023 Requests: Contract Services reflects a \$3,216 increase with the Town of Bedford due to a wage and benefit increase. Bedford bills LPD quarterly for our portion which is paid from Contract Services.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$0	\$0	\$0	\$0	\$0	—%
511010	Part-Time Wages	\$0	\$0	\$0	\$0	\$0	—%
514100	Stipends	\$0	\$0	\$0	\$0	\$0	—%
Subtotal Compensation		\$0	\$0	\$0	\$0	\$0	—%
520000	Contract Services	\$63,159	\$63,177	\$65,688	\$68,904	\$3,216	4.90%
524030	Equip. Service & Repair	\$1,223	\$1,772	\$1,500	\$1,500	\$0	—%
558000	Supplies	\$1,429	\$1,587	\$2,500	\$2,500	\$0	—%
558010	Clothing & Safety Equipment	\$0	\$517	\$200	\$200	\$0	—%
Subtotal Expenses		\$65,811	\$67,053	\$69,888	\$73,104	\$3,216	4.60%
Total 4160 Animal Control		\$65,811	\$67,053	\$69,888	\$73,104	\$3,216	4.60%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4100 Law Enforcement

Element: 4170 Crossing Guards

Budget Description: Fifteen crossing guards provide assistance to school children crossing roadways as they walk to and from school. Two additional crossing guards are assigned as floaters to fill in when a regularly assigned guard is off. The Waldorf School reimburses the Town of Lexington for providing one crossing guard on Mass Avenue for their school calendar year.

FY2023 Requests: A decrease in wages due to new contractual language.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511010	Part-Time Wages	\$145,301	\$129,044	\$167,608	\$161,452	\$(6,156)	(3.67)%
<i>Subtotal Compensation</i>		<i>\$145,301</i>	<i>\$129,044</i>	<i>\$167,608</i>	<i>\$161,452</i>	<i>\$(6,156)</i>	<i>(3.67)%</i>
558010	Clothing & Safety Equipment	\$7,899	\$7,995	\$8,000	\$8,000	—	—%
<i>Subtotal Expenses</i>		<i>\$7,899</i>	<i>\$7,995</i>	<i>\$8,000</i>	<i>\$8,000</i>	<i>\$0</i>	<i>—%</i>
Total 4170 Crossing Guards		\$153,200	\$137,039	\$175,608	\$169,452	\$(6,156)	(3.51)%

FY2023 Program Improvement Request

#1 of 4

Department: Police

Element: 4110 Police Administration

PIR Title: Administrative Lieutenant

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages	1.00		\$ 141,661	\$ 141,661
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	1.00	\$ —	\$ 141,661	\$ 141,661
<u>Benefits</u>					
	Benefits Eligible?	1		\$ 18,446	\$ 18,446
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

The Lexington Police Department currently has five (5) Lieutenants among our current staff, four (4) are assigned to command patrol groups and one (1) manages the Detective Bureau. Over the past few years, there have been significant changes in policing that are requiring mandatory practices including reporting, training and accreditation standards. The Lexington Police Department has always prided ourselves in our ability to "do more with less" and having staff "step up" to complete projects outside of their normal duties and responsibilities. This has included pulling a lieutenant away from their shift for months at a time to prepare the department for accreditation and other major projects. While this practice has allowed the department to achieve goals and complete necessary projects, the continuing evolution of policing requires a focused position to meet these requirements and ensure that the department remains accredited and meets the legal requirements of police reform. Not having a dedicated position handling these responsibilities in the past and moving a patrol lieutenant off shift to handle has also taken away from the leadership, effectiveness and consistency among the patrol shifts.

Over the past two years, the police profession has undergone an intense level of scrutiny nationwide under police reform. As a result, there is a large amount of mandatory submissions now required on a wide variety of areas on all personnel throughout the year with rigid timelines. Failure to meet these requirements could lead to the de-certification of officers. The need to identify training in the area of DEI, Fair and Impartial Policing and Deescalation and ensuring all staff successfully complete it will also be paramount moving forward. Currently the Captain of Administration is tasked with these duties, which at times significantly takes away from his ability

to effectively attend to other responsibilities. The Police Department would like to add an additional Lieutenant position to the overall staff; bringing the number of Lieutenants in the Department to six (6). This would be a dedicated administrative position to specifically manage and ensure compliance with all aspects of Accreditation, Police Reform and training within the entire Department.

Service Implication:

Having a full time Lieutenant dedicated to Accreditation, Police Reform and Training will greatly enhance our ability to ensure the Lexington Police Department not only meets but exceeds the mandatory requirements of the above mentioned commissions and continues to be at the forefront of these evolving times in the profession. This position will allow both the Lieutenants at the Patrol level and the Captain of Administration the freedom to ensure that all of the changes made to meet the above mentioned requirements are not only enacted but are practiced at all levels of the organization. The cost of this request is \$141,661, representing an increase of 7.67% of the Police Administration element of the budget and a 1.70% of the total budget.

FY2023 Program Improvement Request

#2 of 4

Department: Police

Element: 4170 Crossing Guards

PIR Title: Crossing Guard

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages	0.22		\$ 7,921	\$ 7,921
	Other Compensation				\$ —
	Total Compensation	0.22	\$ —	\$ 7,921	\$ 7,921
<u>Benefits</u>					
	Benefits Eligible?	0		\$ 115	\$ 115
<u>Expenses</u>					
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

The Lexington Police Department currently manages a total of 17 Crossing Guards which includes 15 crossing locations and 2 floater positions to fill in for vacancies due to personal leave as they occur. Over the past two years, the Hastings School student population has had a major increase from 437 in October 2019 to approximately 625 in 2021. This was due to redistricting and the construction of a new school. As a result, there are approximately 38 students who live on the south side of Marrett Rd. within walking distance of school. Marrett Rd. is a well travelled state road which has a high volume of traffic during both the morning and afternoon commutes. There are no traffic control devices in the area for pedestrians to utilize in the crossing of Marrett Rd. Our intention is to add a 16th crossing position in the area of Lincoln St. to assist students in crossing this high volume area. Our Crossing Guard program currently has 2 locations which assist students across Marrett Rd. - one at Stedman Rd. and the other at Middle/Cary. This position would maintain consistency in crossing students on Marrett Rd. The need for this position was initially requested by parents within the district and later supported by the Hastings School and School Department. The School Department has agreed to fund the position for the remainder of the FY2022 school year. The Police Department is requesting to add this position into our FY2023 budget.

Service Implication:

Having a permanent position created for this crossing post will allow a consistent level of coverage that will significantly increase the student safety crossing Marrett Rd. Officers assigned to patrol are often pulled from their duties to cover crossing posts that cannot be filled by crossing staff. This diminishes our ability to effectively patrol the town during periods of heavy traffic and calls for service volume. This position will also increase the ability of our patrol staff to perform traffic enforcement in school zone areas during this time frame to increase the safety of both pedestrians and motorists in these same areas.

FY2023 Program Improvement Request

#3 of 4

Department: Police

Element: 4120 Patrol & Enforcement

PIR Title: Required Police Training

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime			\$ 41,840	\$ 41,840
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ 41,840	\$ 41,840
<u>Benefits</u>					
	Benefits Eligible?	0		\$ 607	\$ 607
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

The Police Profession in Massachusetts has been under tight scrutiny over the past 18-24 months. There has been diligent self examination by members of law enforcement at all levels across the state. One area that all can agree upon is the need for increased training in the area of diversity, equity and inclusion (DEI), fair and impartial policing (FIP) and deescalation. An initial result has been some mandatory training required of all Massachusetts police officers under POST (police officer standards and training). This training will include 8 hours of the previously mentioned training and another 8 hours of In-service training bringing the total to 40 hours from 32 hours.

Service Implication:

The 8 hours of required training surrounding DEI and FIP will require additional funds to pay for the overtime for the training itself and for the backfilling of shifts. The projected cost of this training is \$41,840 which was calculated averaging the overtime costs of the members of the department from the Administration, Patrol Sergeants, Patrol Officers and Detectives who would be eligible for or create overtime.

FY2023 Program Improvement Request

#4 of 4

Department: Police

Element: 4120 Patrol & Enforcement

PIR Title: Holding Cell Shifts

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime		\$ 44,800		\$ 44,800
	Other Compensation				\$ —
	Total Compensation	0.00	\$ 44,800	\$ —	\$ 44,800
<u>Benefits</u>					
	Benefits Eligible?	0		\$ 650	\$ 650
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

In anticipation of building a new Police Station at the same location of the current one, there will be a need for staff to utilize a "swing space" for the day to day operations of the department. The plan is to utilize the town owned property at 173 Bedford St., which was used in the same capacity during the construction of the new Fire Department Headquarters. In order to construct a holding facility that meets code requirements and accreditation standards, a large amount of money would have to be spent. In an effort to lower costs of the temporary police facility, it has been decided to forgo that construction and instead enter a memorandum of understanding with a neighboring department for the housing of detainees. This practice requires the Lexington Police Department to send a member of the department to stay with the detainee until they are released from holding or transported to court.

Service Implication:

This practice will have to take place every time an arrest occurs outside regular court hours. In order to maintain minimum staffing on the streets of Lexington, overtime will have to be used to hire additional staff for the detention duty or to backfill a patrol position. The overtime figure requested of \$44,800 was calculated by using the average rate of a Patrol Officer, who would be utilized to fill this duty, for 8 hours and 100 arrests.

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

FY2023 Proposed Budget - Fire Department Presentation

PRESENTER:

Derek Sencabaugh, Fire Chief

ITEM NUMBER:

I.2

SUMMARY:

No vote is requested for this agenda item.

Review preliminary FY2023 budget for the Fire Department.

SUGGESTED MOTION:

FOLLOW-UP:

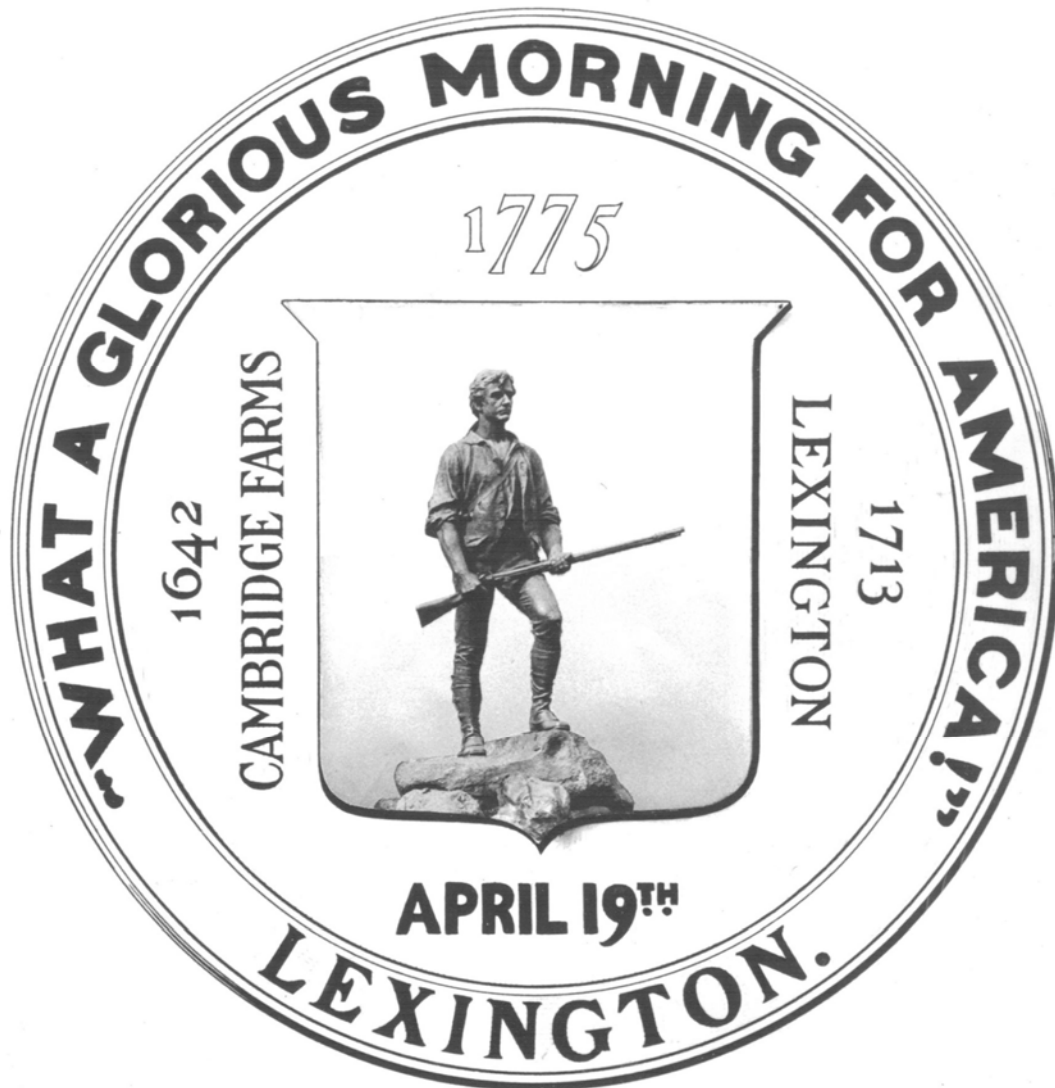
DATE AND APPROXIMATE TIME ON AGENDA:

12/1/2021

9:30am

ATTACHMENTS:

Description	Type
 Presentation - Fire FY2023 Proposed Budget	Presentation



Fire Department
Requested Budget
Fiscal Year 2023

Submitted by:
Derek Sencabaugh, Fire Chief

Select Board Presentation
December 1, 2021



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4200 Fire Department

Mission: The mission of the Lexington Fire Department is to protect the lives and property of the community from emergencies involving fire, medical, hazardous materials and environmental causes. This mission is achieved through public information, code management, and emergency response.

Budget Overview: The FY2023 budget for the Lexington Fire Department is \$8,019,835 which is a \$50,525 or 0.63% increase from the revised FY2022 budget.

Compensation is increasing by \$22,464, or 0.31%, which is attributed to contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. Expenses are increasing by \$28,061, or 3.89%, which is a net change from removing some one-time costs, and adding funds for costs associated with the new Fire Station and replacement of a multi-purpose support vehicle and communications equipment.

The Fire Department is comprised of the following divisions: Administration, Fire Prevention, Fire Suppression, Emergency Medical Services, and Emergency Management.

- The Administrative function is responsible for all policies and procedures, training, inventory, and the day-to-day operations of the fire department, as well as accounts payable and receivables and payroll.
- The Fire Prevention Bureau is responsible for fire code enforcement activities, public education, plan reviews, permit applications and approvals, flammable and combustible liquid storage approval, as well as blasting regulatory enforcement.
- The Fire Suppression Division is staffed 24/7, operating out of two stations and responds to all calls for assistance in the community. These calls range from fire suppression, motor vehicle accidents, EMS support calls, hazardous materials responses, and vehicle extractions as well as any water related incidents.
- The Emergency Medical Services Division operates along with the Fire Suppression Division, staffing two ambulances at the Advanced Life Support Level.

Department Goals:

1. Implement additional modules of the Public Safety Software and build out to department needs .
2. Role out online fire permitting process.
3. Develop an improved employee recruitment process to address diversity and retention.

4. Continue work on new fire headquarters as one year comes to an end identify any needs.

Program Improvement Requests	Comp.	Expenses	Benefits	Total
Advanced Life Support Training and Simulation Manikin	\$ —	\$ 48,633	\$ —	\$ 48,633
Medstat MS 500 EMS ATV and Trailer	\$ —	\$ 84,048	\$ —	\$ 84,048
Combination Wildfire Scout and Personnel Transporter ATV	\$ —	\$ 55,280	\$ —	\$ 55,280
Total 4200 by Request	\$ —	\$ 187,961	\$ —	\$ 187,961

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$5,840,461	\$6,357,519	\$6,550,635	\$6,601,160	\$50,525	0.77%
Fees & Charges						
Ambulance Fees	\$1,321,540	\$1,157,735	\$1,340,000	\$1,340,000	\$0	—%
Fire Department Fees	\$32,850	\$47,395	\$33,675	\$33,675	\$0	—%
Licenses & Permits	\$55,480	\$55,120	\$45,000	\$45,000	\$0	—%
Total 4200 Fire & Rescue	\$7,250,331	\$7,617,769	\$7,969,310	\$8,019,835	\$50,525	0.63%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$6,645,325	\$6,987,078	\$7,247,201	\$7,269,665	\$22,464	0.31%
Expenses	\$605,006	\$630,691	\$722,109	\$750,170	\$28,061	3.89%
Total 4200 Fire & Rescue	\$7,250,331	\$7,617,769	\$7,969,310	\$8,019,835	\$50,525	0.63%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Total 4210 Fire Administration	\$470,901	\$550,049	\$582,730	\$608,685	\$25,955	4.45%
Total 4220 Fire Prevention	\$228,785	\$233,563	\$240,605	\$245,071	\$4,466	1.86%
Total 4320 Fire Suppression	\$6,382,277	\$6,625,477	\$6,928,204	\$6,945,138	\$16,934	0.24%
Total 4240 Emergency Medical Services	\$164,206	\$204,780	\$211,771	\$212,541	\$770	0.36%
Total 4250 Emergency Management	\$4,161	\$3,900	\$6,000	\$8,400	\$2,400	40.00%
Total 4200 Fire & Rescue	\$7,250,330	\$7,617,769	\$7,969,310	\$8,019,835	\$50,525	0.63%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$5,624,935	\$5,878,461	\$6,075,937	\$6,133,174	\$57,237	0.94%
Overtime	\$1,020,390	\$1,108,616	\$1,171,264	\$1,136,491	\$(34,773)	(2.97)%
<i>Personal Services</i>	<i>\$6,645,325</i>	<i>\$6,987,077</i>	<i>\$7,247,201</i>	<i>\$7,269,665</i>	<i>\$22,464</i>	<i>0.31%</i>
Contractual Services	\$287,580	\$292,933	\$336,304	\$351,154	\$14,850	4.42%
Utilities	\$52,053	\$44,402	\$67,890	\$80,331	\$12,441	18.33%
Supplies	\$263,943	\$180,807	\$217,415	\$218,185	\$770	0.35%
Small Capital	\$1,429	\$112,549	\$100,500	\$100,500	\$0	—%
<i>Expenses</i>	<i>\$605,005</i>	<i>\$630,691</i>	<i>\$722,109</i>	<i>\$750,170</i>	<i>\$28,061</i>	<i>3.89%</i>
Total 4200 Fire & Rescue	\$7,250,330	\$7,617,768	\$7,969,310	\$8,019,835	\$50,525	0.63%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4200 Fire Department

<i>Authorized/Appropriated Staffing</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Fire Chief	1	1	1	1
Assistant Fire Chief	2	2	2	2
Office Manager	1	1	1	1
Fire Inspector	1	1	1	1
Fire Captains	4	4	4	4
Fire Lieutenants	12	12	12	12
Firefighters/Paramedics	44	44	44	44
Fire Prevention Assistant	0.86	0.86	0.86	0.86
Total FTE	65.86	65.86	65.86	65.86
Total FT/PT	65FT/1PT	65FT/1PT	65FT/1PT	65FT/1PT



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4200 Fire Department

Element: 4210 Fire Administration

Budget Description: The main function of this area involves planning, organizing and evaluating department services and oversight of the operations. Managing the Dispatch Center is shared with the Police. Labor negotiations, personnel management, and command of forces at major emergency incidents are other functions of this budgetary component. The Fire Chief, Assistant Chief for Training, Office Manager and part-time clerk are assigned to this category.

FY2023 Requests: The Fire Administration budget for FY2023 reflects an overall increase of \$25,955 or 4.45%, which is comprised of a \$12,514 or 2.96% increase in compensation due to contractually obligated step increases. Expenses increase by a total of \$13,441 or 8.43%, primarily due to a projected 23% increase in Diesel due to current pricing volatility in the global market.

The department will continue its efforts to proactively replace command vehicles. C-4 is the Fire Prevention Assistant Chief's vehicle. The current vehicle is a 2015 Ford Explorer used for emergency and inspection responses. This vehicle will be repurposed in the department and will ultimately replace a 2013 Ford. The replacement would follow the department goal of utilizing hybrids to replace department vehicles where appropriate.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$357,517	\$370,448	\$335,879	\$346,129	\$10,250	3.05%
514000	Other Compensation	\$0	\$0	\$23,562	\$24,138	\$576	2.44%
514050	ECI/Quinn	\$0	\$0	\$2,850	\$2,850	\$0	—%
514060	Holiday Pay	\$0	\$0	\$6,667	\$6,846	\$179	2.68%
514090	Longevity	\$0	\$255	\$2,930	\$2,930	\$0	—%
511010	Part-Time Wages	\$46,549	\$48,739	\$51,389	\$52,898	\$1,509	2.94%
<i>Subtotal Compensation</i>		<i>\$404,066</i>	<i>\$419,442</i>	<i>\$423,277</i>	<i>\$435,791</i>	<i>\$12,514</i>	<i>2.96%</i>
520000	Contract Services	\$1,846	\$1,557	\$3,200	\$3,200	\$0	—%
538080	Printing & Forms	\$1,147	\$1,349	\$1,500	\$1,500	\$0	—%
524020	Facility Service & Repair	\$3,844	\$3,194	\$5,000	\$5,000	\$0	—%
524030	Equip. Service & Repair	\$28	\$116	\$1,000	\$1,000	\$0	—%
538050	Drug & Alcohol Testing	\$0	\$39	\$2,000	\$2,000	\$0	—%
527030	Lease Agreements	\$2,794	\$4,839	\$5,064	\$5,064	\$0	—%
530060	Prof Dev & Training	\$172	\$38	\$1,000	\$1,000	\$0	—%
571000	Travel	\$1,050	\$0	\$2,500	\$2,500	\$0	—%
530040	Sem./Workshops/Conf.	\$2,478	\$0	\$2,000	\$3,000	\$1,000	50.00%
534020	Telephone	\$780	\$206	\$1,500	\$1,500	\$0	—%
534030	Mobile Devices	\$3,899	\$3,886	\$6,500	\$6,500	\$0	—%
531030	Gasoline/Diesel	\$39,611	\$32,406	\$52,689	\$65,130	\$12,441	23.61%
542000	Office Supplies	\$1,372	\$3,532	\$2,500	\$2,500	\$0	—%
573000	Membership/Dues	\$4,793	\$4,735	\$5,000	\$5,000	\$0	—%
558010	Clothing & Safety Equipment	\$3,020	\$1,877	\$3,000	\$3,000	\$0	—%
585030	Vehicles	\$0	\$72,832	\$65,000	\$65,000	\$0	—%
<i>Subtotal Expenses</i>		<i>\$66,834</i>	<i>\$130,606</i>	<i>\$159,453</i>	<i>\$172,894</i>	<i>\$13,441</i>	<i>8.43%</i>
Total 4210 Fire Administration		\$470,900	\$550,048	\$582,730	\$608,685	\$25,955	4.45%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4200 Fire Department

Element: 4220 Fire Prevention

Budget Description: The FY2023 Fire Prevention budget reflects an overall increase of \$4,466 or 1.86%, which is comprised of an increase in compensation of \$3,666, or 1.58% due to contractually obligated step increases, and an increase in expenses of \$800, or 8.70%.

This division ensures that the Town is complying with state and federal laws and regulations pertaining to fire and hazardous materials code enforcement. Specifically cited are Massachusetts General Laws Chapter 148 and 527 CMR. An Assistant Chief and Fire Prevention Inspector principally function in this area. New building construction and renovations are checked for fire code compliance and new fire protection systems are acceptance tested. Other services provided are Permits required by the state to be issued for the sale of homes, flammable liquids and gases in underground and above ground tanks, oil-burning equipment, and storage and blasting. Per state regulations, the unit also performs routine inspections and conducts fire drills in schools, clinics, theaters, day care centers, multi-family structures, and commercial and industrial buildings. In many cases, the on-duty emergency forces assist the Fire Prevention staff with these routine duties.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$216,450	\$225,107	\$197,637	\$200,425	\$2,788	1.41%
513000	Overtime	\$239	\$0	\$0	\$0	\$0	—%
514050	ECI/Quinn	\$0	\$0	\$4,350	\$4,350	\$0	—%
514060	Holiday Pay	\$4,775	\$5,330	\$11,619	\$11,803	\$184	1.58%
514070	HazMat	\$0	\$0	\$2,419	\$2,419	\$0	—%
514080	EMT Stipends	\$0	\$0	\$15,295	\$15,989	\$694	4.54%
514140	Clothing Allowance	\$85	\$85	\$85	\$85	\$0	—%
514100	Stipends	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		<i>\$221,549</i>	<i>\$230,522</i>	<i>\$231,405</i>	<i>\$235,071</i>	<i>\$3,666</i>	<i>1.58%</i>
538080	Printing & Forms	\$445	\$0	\$500	\$500	\$0	—%
527030	Lease Agreements	\$0	\$0	\$0		\$0	—%
530040	Sem./Workshops/Conf.	\$1,732	\$0	\$1,700	\$2,500	\$800	47.06%
558000	Supplies	\$2,808	\$576	\$4,000	\$4,000	\$0	—%
573000	Membership/Dues	\$1,920	\$1,675	\$2,000	\$2,000	\$0	—%
558010	Clothing & Safety Equipment	\$332	\$790	\$1,000	\$1,000	\$0	—%
585020	Small Equipment	\$0	\$0	\$0		\$0	—%
<i>Subtotal Expenses</i>		<i>\$7,237</i>	<i>\$3,041</i>	<i>\$9,200</i>	<i>\$10,000</i>	<i>\$800</i>	<i>8.70%</i>
Total 4220 Fire Prevention		\$228,786	\$233,563	\$240,605	\$245,071	\$4,466	1.86%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4200 Fire Department

Element: 4230 Fire Suppression

Budget Description: The FY2023 Fire Suppression budget reflects an overall increase of \$16,934 or 0.24%. Compensation increases by \$6,284 or 0.10%, due to step increases and various payroll projection realignments. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

Expenses increase by \$10,650 or 3.17%; \$10,000 of which is due to continued increases in fire apparatus, ambulance and fleet vehicle maintenance costs. In FY2023, the department will continue with replacement of the department's portable two-way radios, which was started in FY2022. The inventory of 60 radios are coming to the end of their life cycle and will not be supported with any software upgrades and parts will be harder to come by going forward. Approximately 10 radios are being replaced each year, with the ultimate goal to replace the entire inventory over 6 years, and then maintain a less aggressive replacement cycle on an ongoing basis. In addition, the department will continue to replace 15 sets of turnout gear each year, to ensure that staff are properly outfitted for primary and backup sets, which typically last 5 years.

The Fire Department provides 24-hour fire and life safety protective services in suppression, emergency medicine, technical rescue, hazardous materials incident mitigation, fire prevention and educational services, and emergency management in natural and man-made disasters. The Department operates out of two fire stations to accomplish this goal and deliver safety services as quickly as possible in this configuration. The variety of skills that today's firefighters must possess to handle the traditional hazards of the job also now includes those homeland security functions added after September 11, 2001. Training is a constant and is difficult to accomplish on-duty due to the high volume of emergency calls and mandatory state-required fire prevention inspections. Attendance at outside fire and EMS academies and training schools is necessary for our personnel to stay current with today's technologies and strategies to mitigate the hazards we face each day.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$4,746,431	\$4,944,328	\$4,239,620	\$4,260,446	\$20,826	0.49%
513000	Overtime	\$1,020,152	\$1,108,616	\$1,171,264	\$1,136,491	\$(34,773)	(2.97)%
514050	ECI/Quinn	\$0	\$0	\$75,000	\$73,500	\$(1,500)	(2.00)%
514060	Holiday Pay	\$248,027	\$280,344	\$268,116	\$270,111	\$1,995	0.74%
514070	HazMat	\$0	\$0	\$127,189	\$127,813	\$624	0.49%
514080	EMT Stipends	\$0	\$0	\$574,762	\$597,249	\$22,487	3.91%
514090	Longevity	\$0	\$0	\$53,250	\$48,550	\$(4,700)	(8.83)%
514140	Clothing Allowance	\$5,100	\$3,825	\$5,100	\$5,100	\$0	—%
514100	Stipends	\$0	\$0	\$78,218	\$79,543	\$1,325	1.69%
<i>Subtotal Compensation</i>		<i>\$6,019,710</i>	<i>\$6,337,113</i>	<i>\$6,592,519</i>	<i>\$6,598,803</i>	<i>\$6,284</i>	<i>0.10%</i>
520000	Contract Services	\$1,794	\$8,768	\$10,000	\$10,000	\$0	—%
530040	Sem./Workshops/Conf.	\$627	\$0	\$0	\$650	\$650	—%
524030	Equip. Service & Repair	\$111,743	\$131,641	\$120,000	\$130,000	\$10,000	8.33%
572000	Mileage	\$9,370	\$1,284	\$3,000	\$3,000	\$0	—%
530060	Prof Dev & Training	\$4,915	\$2,249	\$15,000	\$15,000	\$0	—%
534060	Comm. & Network Supp.	\$32,406	\$31,554	\$40,000	\$40,000	\$0	—%
558000	Supplies	\$37,397	\$36,533	\$37,000	\$37,000	\$0	—%
558010	Clothing & Safety Equipment	\$156,319	\$54,357	\$82,685	\$82,685	\$0	—%
545010	Chemicals & Cleaning Supplies	\$6,566	\$7,204	\$8,000	\$8,000	\$0	—%
585020	Small Equipment	\$1,429	\$14,775	\$20,000	\$20,000	\$0	—%
<i>Subtotal Expenses</i>		<i>\$362,566</i>	<i>\$288,365</i>	<i>\$335,685</i>	<i>\$346,335</i>	<i>\$10,650</i>	<i>3.17%</i>
Total 4230 Fire Suppression		\$6,382,276	\$6,625,478	\$6,928,204	\$6,945,138	\$16,934	0.24%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4200 Fire Department

Element: 4240 Emergency Medical Services

Budget Description: The Fire Department provides 24-hour advanced life support emergency medical transport services (EMS) with two ambulances and a third mechanical back-up unit, staffed with 36 Paramedics assigned to our four working groups, to ensure that the community receives quality medical services. Approximately 500 times annually we have both of our ambulances simultaneously transporting patients to hospitals, and last year required the assistance of mutual aid ambulances 100 times. Providing EMS now comprises 65% of the department's emergency services. The department is committed to providing quality service to our customers; on an annual basis we exceed the minimum required training set by the State.

The FY2023 EMS expense budget is increasing by \$770 or 0.36% from the FY2022 budget, to reflect actual costs in dues and memberships. In FY2023, the department will continue utilizing the online training program introduced during the pandemic to assist in the recertification of the department's paramedics, as well as OSHA, town-required and fire-based training.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$0	\$0	\$0	\$0	\$0	—%
514000	Other Compensation	\$0	\$0	\$0	\$0	\$0	—%
513000	Overtime	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		\$0	\$0	\$0	\$0	\$0	—%
520000	Contract Services	\$89,258	\$88,887	\$90,000	\$90,000	\$0	—%
530060	Prof Dev & Training	\$17,769	\$13,518	\$26,840	\$26,840	\$0	—%
534030	Mobile Devices	\$7,763	\$7,904	\$7,201	\$7,201	\$0	—%
558000	Supplies	\$45,436	\$64,175	\$68,000	\$68,000	\$0	—%
573000	Membership/Dues	\$3,980	\$5,355	\$4,230	\$5,000	\$770	18.20%
585020	Small Equipment	\$0	\$24,942	\$15,500	\$15,500	\$0	—%
<i>Subtotal Expenses</i>		\$164,206	\$204,781	\$211,771	\$212,541	\$770	0.36%
Total 4240 Emergency Medical Services		\$164,206	\$204,781	\$211,771	\$212,541	\$770	0.36%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4200 Fire Department

Element: 4250 Emergency Management

Budget Description: The Fire Chief, appointed as the Town's Emergency Manager, administers the Emergency Management budget. All man made and natural disasters that occur in the community can trigger activation of the Town's Emergency Plan and put into motion a coordinated effort by public and private entities to mitigate the result and after effects of such a calamity. State aid through the Massachusetts Emergency Management Agency and the federal government through FEMA can bring other resources to bear. During a declared emergency funds may become available to reimburse some of Lexington's expenses. The primary expense is for contractual services which funds Verizon communication lines for emergency management, which are now housed at fire headquarters instead of the Public Services building.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
520000	Contract Services	\$4,161	\$3,159	\$4,500	\$6,900	2,400	53.33%
538080	Printing & Forms	\$0	\$740	\$1,500	\$1,500	—	—%
<i>Subtotal Expenses</i>		<i>\$4,161</i>	<i>\$3,899</i>	<i>\$6,000</i>	<i>\$8,400</i>	<i>\$2,400</i>	<i>40.00%</i>
Total 4250 Emergency Management		\$4,161	\$3,899	\$6,000	\$8,400	\$2,400	40.00%

FY2023 Program Improvement Request

#1 of 3

Department: Fire

Element: 4240 - Emergency Management Services

PIR Title: Advanced Life Support Training and Simulation Manikin

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
	Simulation Manikin		\$ 48,633		\$ 48,633
					\$ —
					\$ —
	Total Expenses		\$ 48,633	\$ —	\$ 48,633

Purpose/Description of Request:

Purchase an advanced life support training and simulation manikin to advance the level of realistic training for the department's EMT / Paramedic force.

Service Implication:

Realistic training that used to be provided through outside agencies has been lacking due to availability. This life-like training prop allows for department evaluators to create real-time life threatening scenarios to challenge and enhance the skills of our department staff. This training can recreate cardiac, respiratory, choking, nonspecific general illness that are routinely and low occurrence in the field. The prop can generate multiple breath sounds and heart rhythms. It allows for CPR, IV, airway insertion, cardiac defibrillation and many realistic body functions that will show improvement with correct care.

This will enhance the level of care provided to the citizens as it allows for skill maintenance not readily available.

FY2023 Program Improvement Request

#2 of 3

Department: Fire

Element: 4240 - Emergency Management Services

PIR Title: Medstat MS 500 EMS ATV and Trailer

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
	ATV Ambulance		\$ 73,413		\$ 73,413
	EMS Trailer		\$ 10,635		\$ 10,635
					\$ —
	Total Expenses		\$ 84,048	\$ —	\$ 84,048

Purpose/Description of Request: Purchase EMS ATV and Transporting EMS Aid Station Trailer

Service Implication: This request will close a service gap in the way we are able to provide EMS service during Town events such as Patriots Day re-enactment, parade, 4th of July events, Tough Ruck Marathon. We would also be able to support the bike bath and endless walking and hiking trails throughout town. The ATV would operate with the same stretcher system utilized by the department on it's ambulances. This unit would also provide much needed Heat, AC and shelter from the elements that we currently can't provide to the crews assigned to our 20 year old ATV. The multipurpose trailer would be able to move around the departments ATV's and provide a stationary enclosed EMS First Aid Station when needed. This would allow for a fixed focal point during events to find aid and assistance.

FY2023 Program Improvement Request

#3 of 3

Department: Fire

Element: 4210 - Fire Administration

PIR Title: Combination Wildfire Scout and Personnel Transporter ATV

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ —	\$ —
<u>Benefits</u>					
	Benefits Eligible?	0		\$ —	\$ —
<u>Expenses</u>					
	Wildfire Scout ATV		\$ 46,626		\$ 46,626
	Transporter Kit		\$ 8,654		\$ 8,654
					\$ —
	Total Expenses		\$ 55,280	\$ —	\$ 55,280

Purpose/Description of Request: Purchase Combination Wildfire / Personnel Carrier ATV

Service Implication:

The purchase of this combination wildfire/ personnel carrier ATV allows us to get the need requirements of 2 ATV's combined into 1 ATV. This would allow us to support brush fire and off road patient recovery activities and then transform it over to a personnel carrier that can move fire, police, DPW and other town staff around during town events and incidents. The ATV is also enclosed with Heat and AC allowing this unit to be utilized for many different purposes including EMS related support. This unit would also utilize the trailer requested in PIR # 2

Town of Lexington, Massachusetts



Fiscal Year 2023

**Fire Department
Capital Project Submission**



Fire Department FY2023-27 Capital Project Summary

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
Fire-23-1	Replace 2004 Pumper	\$ 650,000	\$ —	\$ —	\$ —	\$ —	Cash capital, Bonding
Fire-23-2	Ambulance Replacement	\$ —	\$ 335,000	\$ —	\$ —	\$ 375,000	Cash Capital, Other
Total Fire Capital Projects		\$ 650,000	\$ 335,000	\$ —	\$ —	\$ 375,000	



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Replace 2004 Pumper

Date: 09/23/2020

Project ID: Fire-23-1 **Department:** Fire Department

Revised: 09/30/2021

Submitted by: Derek S. Sencabaugh **Phone:** 781-698-4705 **Email:** dsencabaugh@lexingtonma.gov

Description of Project:

To replace the department's 2004 reserve pumper truck.

Justification/Benefit:

The NFPA recommends a 20-year lifespan for fire pumpers, ten years running as a front-line truck, and ten years as a reserve. This recommendation does not take into account the harsh New England winters, nor the call volume of a given piece of equipment. The 2004 pumper saw extensive front-line use when we had mechanical issues with a previous pump, which caused additional wear and tear to this piece.

Impact if Not Completed:

The reliability of the pumper will diminish further and maintenance/repair costs will continue to escalate.

Timeframe: Purchase through the MAPC bid process approximately 8 months from contract.

Replacement Frequency: 20 years

Basis for Cost Projections: Estimated costs on manufacturer recommendations.

Stakeholders: Firefighters and Lexington residents.

Operating Budget Impact: Will reduce our annual repair costs.

Funding Source: Cash capital, Bonding

Prior Authorizations: None.

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer					
Project Management					
Construction					
Equipment	\$ 650,000				
Contingency					
Totals	\$ 650,000	\$ —	\$ —	\$ —	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Ambulance Replacement

Date: 09/23/2020

Project ID: Fire-23-2 **Department:** Fire Department

Revised:

Submitted by: Derek S. Sencabaugh **Phone:** 781-698-4701 **Email:** dsencabaugh@lexingtonma.gov

Description of Project:

Replace our mechanical back-up ambulance. Our ambulance replacement program tries to rotate our ambulance every 3 years. The new vehicle runs as the primary ambulance, then moves to the secondary position, and finally to mechanical back-up status. At the end of this 9-year rotation, the vehicle has over 150,000 tough miles on it, and completes more than 9,000 medical transports. This is the usual replacement program for the ambulance.

Justification/Benefit:

The ambulance mechanical systems are suffering more frequent breakdowns due to the hard usage they receive. As an emergency medical transport vehicle, we cannot allow it to breakdown while transporting a patient to a medical facility. This is a routine replacement of the vehicle after 9 years of service. History has shown us that with the amount of use these vehicles get, keeping them for a longer period of time greatly increases maintenance and repair costs.

Impact if Not Completed:

Patient care will be compromised by the vehicle breaking down on the highway en route to a medical facility.

Timeframe:

Specification developed from May through July, Using MAPC bid. Order vehicle at beginning of fiscal year.

Replacement Frequency:

Every 9 years, moving from primary to secondary vehicle, ending as mechanical back-up.

Basis for Cost Projections: Vendor projections, MAPC Bid Purchase. The updated budget pricing from the vendor is a reflection of the tariffs that are currently in place.

Stakeholders: Firefighters and Lexington residents

Operating Budget Impact: Will reduce our annual repair budget.

Funding Source: Cash Capital, Other

Prior Authorizations:

Town Meeting	Description	Authorized	Expended*	Encumbered*	Remaining*	Returned
2017/12X	Ambulance Replacement	\$ 280,000	\$ 270,345	\$ —	\$ —	\$ 9,655
2020/12A	Ambulance Replacement	\$ 325,000	\$ 304,961	\$ —	\$ 20,039	\$ —
Totals		\$ 605,000	\$ 575,306	\$ —	\$ 20,039	\$ 9,655

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer					
Project Management					
Construction					
Equipment		\$ 335,000			\$ 375,000
Contingency					
Totals	\$ —	\$ 335,000	\$ —	\$ —	\$ 375,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

FY2023 Proposed Budget - Library Presentation

PRESENTER:

Koren Stembridge, Director of Cary
Memorial Library

ITEM NUMBER:

I.3

SUMMARY:

No vote is requested for this agenda item.

Review preliminary FY2023 budget for the Cary Memorial Library.

SUGGESTED MOTION:

FOLLOW-UP:

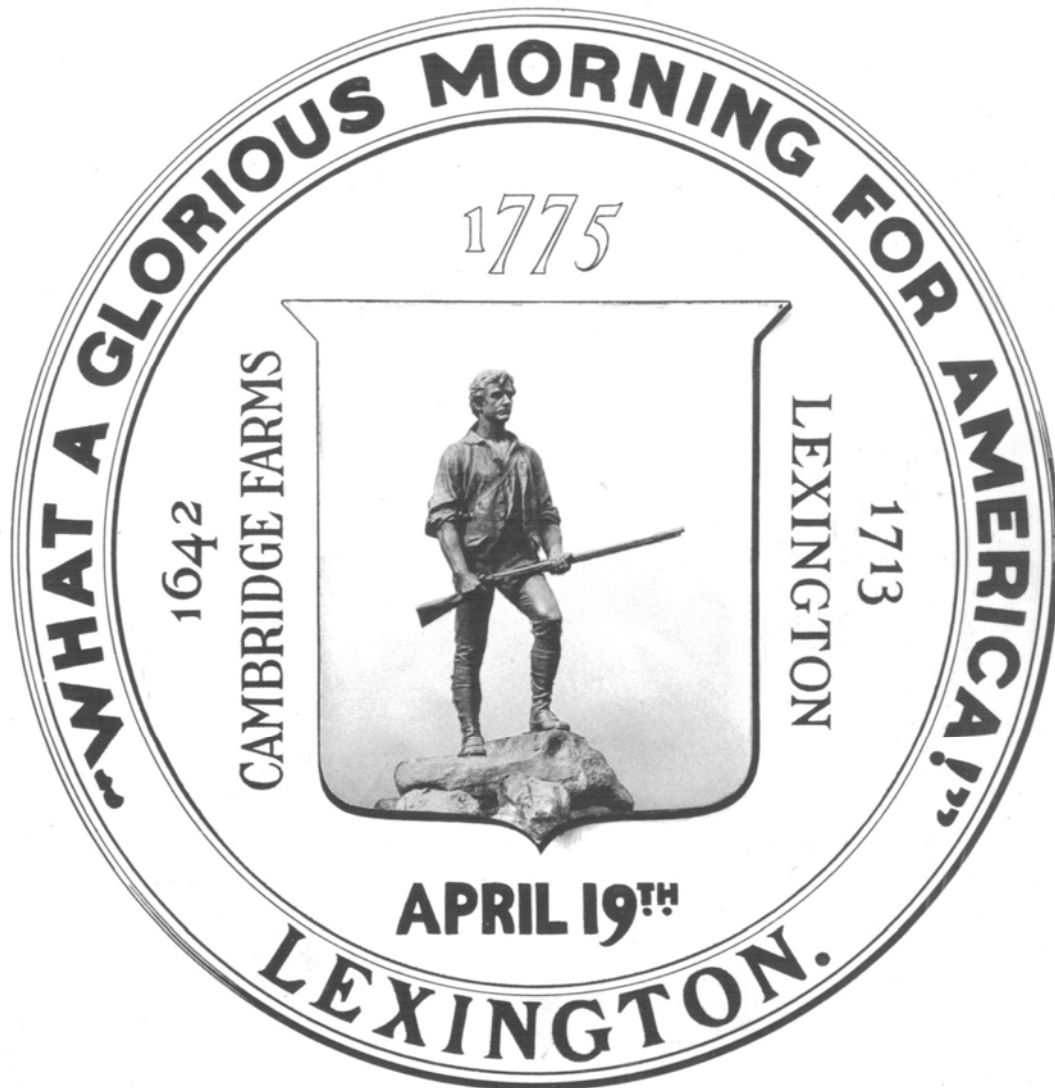
DATE AND APPROXIMATE TIME ON AGENDA:

12/1/2021

10:00am

ATTACHMENTS:

Description	Type
 Presentation - Cary Memorial Library FY2023 Proposed Budget	Presentation



Cary Memorial Library
Requested Budget
Fiscal Year 2023

Submitted by:
Koren Stembridge, Library Director

Select Board Presentation
December 1, 2021



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation **Subprogram:** 5100 Cary Memorial Library

Our Mission: To ignite curiosity, engage minds, and connect our community.

Budget Overview: Cary Library is comprised of three divisions, or elements:

- Administration and General Services includes the administrative staff as well as the supply, equipment and network membership costs.
- Adult Services includes all adult library staff, technology and bibliographic services staff as well as adult, digital, and audiovisual materials.
- Youth Services includes all Children's and Teen library staff and materials for youth.

The Library's FY2023 level-service budget request is \$3,336,219 to be supported from Town funds, an increase of \$179,871 or 5.70% from FY2022. Compensation is increasing by \$112,101 or 4.44%, which reflects contractually obligated step increases and cost of living adjustments. A Webmaster position was transferred mid-year from the IT Department to the Library budget. Expenses are increasing by \$67,770 or 10.74%, due primarily to increases in book prices and lease agreements.

Budget Issues and Updates: In March 2020, the COVID-19 pandemic forced the closing of Town facilities and changed the ways in which Town departments served the public. FY2021 was a year of constant reinvention for the library - curbside services were offered beginning in July 2020, and eventually in April 2021 the building was reopened to the public. During this time, all programming was offered online. While FY2022 started on a more normal footing, some gathering spaces in the library remain unavailable during the fall.

Before the pandemic, the library had just started community engagement work preparing for a feasibility study for the renovation of the busy Children's Room. That study (funded at 2019 Annual Town Meeting for \$100,000) has been postponed until late FY2022.

In FY2021, the library circulated 577,578 items, approximately half the number of items as a normal year. Adult program attendance nearly doubled thanks to the convenience of virtual platforms. Demand for eBooks and other digital content was up as well from 92,858 in FY2019 to 150,908 in FY2021.

The publishing industry is expecting supply chain issues and increasing paper costs to drive up book prices in early 2022. This and the higher demand for digital content is driving increases in the library's materials budget requests for FY2023.

Strategic Directions

Books, information, and so much more

We continue our 150-year-long tradition of providing books and other materials that reflect the needs and interests of Lexington residents. Though much has changed since our doors first opened in 1869, our essential function remains the same - to bring the world of information and ideas to you.

At the intersection of learning, making, and play

In recent years, educational research has increasingly shown that we learn best through experience - by making mistakes and trying again. In furthering this effort, we are expanding these types of learning opportunities, giving you more chances to build, create, and play.

A place that works for everyone

We value the rich diversity of our community and our commitment to equitable service for all is unwavering. Efforts to identify and remove barriers to access are ongoing - we are a work in progress.

With opportunities for human connection

In a world where technology is ever-present, we are committed to fostering human interactions. Sometimes that is as simple as providing comfortable chairs for a serendipitous meeting between old friends. Other times it takes the shape of an elaborate event with community partners and hundreds of guests. Large and small, these moments, shared among neighbors, strengthen the social fabric of Lexington.

And a future as bright as our past

With more than half a million visitors each year, Cary Library is a cherished community asset and a source of civic pride. Stewardship of this resource includes multiple aspects - from preservation to transformation.

Program Improvement Requests	Comp.	Expenses	Benefits	Total
Full-Time Youth Services Librarian I	\$ 69,456	\$ —	\$ 17,399	\$ 86,855
Library Fellowship	\$ 5,080	\$ —	\$ 74	\$ 5,154
Total 5100 by Request	\$ 74,536	\$ —	\$ 17,473	\$ 92,009

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2023 Estimate
Municipal Budget	\$2,736,466	\$2,725,127	\$3,156,348	\$3,336,219
Trustees/Fines and Fees	\$58,848	\$54,347	\$0	\$0
Trustees/Endowment	\$10,285	\$13,422	\$13,968	\$14,000
Total Trustee Budget	\$69,133	\$67,769	\$13,968	\$14,000
Gifts from Foundation and Friends	\$154,012	\$216,833	\$70,000	\$140,000
State Aid	\$51,915	\$63,823	\$60,127	\$60,127
Total Combined Budget	\$3,011,526	\$3,073,552	\$3,300,443	\$3,550,346

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$2,736,466	\$2,725,127	\$3,156,348	\$3,336,219	\$179,871	5.70%
Total 5100 Library	\$2,736,466	\$2,725,127	\$3,156,348	\$3,336,219	\$179,871	5.70%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$2,265,546	\$2,162,069	\$2,525,607	\$2,637,708	\$112,101	4.44%
Expenses	\$470,920	\$563,057	\$630,741	\$698,511	\$67,770	10.74%
Total 5100 Library	\$2,736,466	\$2,725,127	\$3,156,348	\$3,336,219	\$179,871	5.70%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Total 5110 Admin. & General Services	\$493,941	\$522,196	\$592,832	\$654,704	\$61,872	10.44%
Total 5120 Adult Services	\$1,565,355	\$1,492,243	\$1,682,180	\$1,776,326	\$94,146	5.60%
Total 5130 Youth Services	\$677,170	\$710,687	\$881,336	\$905,189	\$23,853	2.71%
Total 5100 Library	\$2,736,466	\$2,725,127	\$3,156,348	\$3,336,219	\$179,871	5.70%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$2,223,069	\$2,161,492	\$2,462,578	\$2,572,582	\$110,004	4.47%
Overtime (Sunday Premium)	\$42,477	\$578	\$63,029	\$65,126	\$2,097	3.33%
<i>Personal Services</i>	<i>\$2,265,546</i>	<i>\$2,162,069</i>	<i>\$2,525,607</i>	<i>\$2,637,708</i>	<i>\$112,101</i>	<i>4.44%</i>
Contractual Services	\$121,295	\$124,486	\$141,111	\$160,752	\$19,641	13.92%
Utilities	\$8,153	\$7,353	\$8,200	\$5,000	\$(3,200)	(39.02)%
Supplies	\$313,613	\$392,521	\$441,430	\$492,759	\$51,329	11.63%
Small Capital	\$27,859	\$38,697	\$40,000	\$40,000	\$0	—%
<i>Expenses</i>	<i>\$470,920</i>	<i>\$563,057</i>	<i>\$630,741</i>	<i>\$698,511</i>	<i>\$67,770</i>	<i>10.74%</i>
Total 5100 Library	\$2,736,466	\$2,725,127	\$3,156,348	\$3,336,219	\$179,871	5.70%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation **Subprogram:** 5100 Cary Memorial Library

	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Library Director	1	1	1	1
Deputy Director/Head of Technology	1	1	1	1
Office Manager	1	1	1	1
Webmaster*	—	—	1	1
Head of Adult Services	1	1	1	1
Head of Youth Services	1	1	1	1
Librarian I**	5	5	6	6
Librarian II	5	5	5	5
Library Associates**	7	7	8	8
Library Technicians***	3.48	2.8	2.8	2.8
Library Technician II**, ***	7	8	6	6
Adult Pages****	1.6	1.6	1.6	2.2
Student Pages****	0.68	0.68	0.68	—
Seasonal/Sunday Substitutes	As Needed	As Needed	As Needed	As Needed
Total FTE	34.76	35.08	36.08	36
Total FT/PT	26FT/23PT	27FT/22PT	28FT/22PT	28FT/22PT

*In FY2022, Fall STM approved the transfer of the Library's dedicated webmaster from the Innovation & Technology budget to the Library budget.

**In FY2022, two Library Technician IIs were reclassified to a Library Associate and a Librarian I.

***A Program Improvement in FY2020 added hours to cover the Teen Room, resulting in an increase of 0.38 FTE. In FY2021, a program improvement transitioned a part-time Technician to a full-time Technician II.

****In FY2023 all Pages will be combined under Adult Pages.



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation **Subprogram:** 5100 Cary Memorial Library

Element: 5110 Administration & General Services

Budget Description: Administration and General Services includes three administrative staff, the library's Webmaster, and funding for general library expenses such as postage, supplies, equipment, Minuteman Network fees, and contractual services.

This is a level-service budget. Funding for the library's Webmaster position was transferred from the IT Department to the Library's budget in FY2022 and are fully reflected in FY2023. Amounts requested reflect increases in annual fees for contractual services (website hosting, copy/scan station maintenance, people counter, etc.), Minuteman membership fees, supplies and equipment. The large increase in the Lease Agreements line is due to a new contract for self-check machines (which offsets the need to ask for this equipment as a capital article). Leasing ensures that our equipment is upgraded regularly and provides for a recycling pathway for used equipment.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$291,383	\$318,306	\$367,521	\$411,952	\$44,431	12.09%
511010	Part-Time Wages	\$25,350	\$11,190	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		<i>\$316,733</i>	<i>\$329,496</i>	<i>\$367,521</i>	<i>\$411,952</i>	<i>\$44,431</i>	<i>12.09%</i>
520000	Contract Services	\$32,717	\$37,906	\$45,729	\$46,000	\$271	0.59%
538080	Printing & Forms	\$2,500	\$2,368	\$3,000	\$3,000	\$0	—%
524030	Equip. Service & Repair	\$1,000	\$537	\$1,000	\$1,000	\$0	—%
527030	Lease Agreements	\$3,998	\$3,974	\$5,000	\$20,000	\$15,000	300.00%
572000	Mileage	\$263	\$22	\$500	\$500	\$0	—%
542020	Postage & Mailing	\$1,459	\$2,266	\$3,000	\$3,000	\$0	—%
571000	Travel	\$5,854	\$4,776	\$6,000	\$6,000	\$0	—%
534070	Minuteman Library Network	\$73,504	\$72,636	\$76,882	\$81,252	\$4,370	5.68%
534020	Telephone	\$6,933	\$6,573	\$7,000	\$5,000	\$(2,000)	(28.57)%
534030	Mobile Devices	\$1,220	\$780	\$1,200	\$0	\$(1,200)	(100.00)%
558000	Supplies	\$19,640	\$21,463	\$35,000	\$36,000	\$1,000	2.86%
585020	Small Equipment	\$27,859	\$38,697	\$40,000	\$40,000	\$0	—%
<i>Subtotal Expenses</i>		<i>\$176,947</i>	<i>\$191,998</i>	<i>\$224,311</i>	<i>\$241,752</i>	<i>\$17,441</i>	<i>7.78%</i>
Total 5110 Administration & General Services		\$493,680	\$521,494	\$591,832	\$653,704	\$61,872	10.45%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation **Subprogram:** 5100 Cary Memorial Library

Element: 5120 Adult Services

Budget Description: The Adult Services element reflects the cost of personnel providing services to Adult library patrons, as well as the cost of personnel involved in ordering/receiving/processing of books and the oversight of library technology. Differential costs are paid to staff working after 6 PM and on Saturdays. Sunday Premium is paid to staff working on Sundays.

This is a level-service budget. Compensation increases reflect contractually obligated step increases and cost of living adjustments. The expense budget requests sufficient increases in materials and digital content to continue the Town's commitment to support the Library's certification requirements and to meet the increases in book and shipping costs as well as the increased demand for digital content.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$899,657	\$886,326	\$929,502	\$965,423	\$35,921	3.86%
514000	Other Compensation	\$12,493	\$8,725	\$18,103	\$18,705	\$602	3.33%
513000	Overtime	\$119	\$0	\$0	\$0	\$0	—%
514040	Sunday Premium	\$30,705	\$374	\$45,441	\$46,953	\$1,512	3.33%
514090	Longevity	\$3,084	\$3,549	\$5,649	\$6,930	\$1,281	22.68%
511010	Part-Time Wages	\$399,402	\$306,191	\$386,995	\$396,993	\$9,998	2.58%
<i>Subtotal Compensation</i>		<i>\$1,345,460</i>	<i>\$1,205,165</i>	<i>\$1,385,690</i>	<i>\$1,435,004</i>	<i>\$49,314</i>	<i>3.56%</i>
551060	Audiovisual Materials	\$22,261	\$23,347	\$26,950	\$28,298	\$1,348	5.00%
551030	Books	\$160,761	\$216,580	\$215,941	\$236,738	\$20,797	9.63%
558080	Public Technology	\$8,000	\$10,000	\$10,500	\$11,025	\$525	5.00%
558090	Minuteman Digital Content	\$28,874	\$37,151	\$43,099	\$65,261	\$22,162	51.42%
<i>Subtotal Expenses</i>		<i>\$219,896</i>	<i>\$287,078</i>	<i>\$296,490</i>	<i>\$341,322</i>	<i>\$44,832</i>	<i>15.12%</i>
Total 5120 Adult Services		\$1,565,356	\$1,492,243	\$1,682,180	\$1,776,326	\$94,146	5.60%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 5000 Culture & Recreation **Subprogram:** 5100 Cary Memorial Library

Element: 5130 Youth Services

Budget Description: The Youth Services budget includes personnel costs for staff working in the Children's Room and Teen Space as well as funding for library materials for children and Teens. Differential costs are paid to staff working after 6 PM and on Saturdays. Sunday Premium is paid to staff working on Sundays.

This is a level-service budget. Compensation increases reflect contractually obligated step increases and cost of living adjustments. The expense budget requests sufficient increases in materials and digital content to continue the Town's commitment to support the Library's certification requirements.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$531,892	\$561,574	\$655,033	\$673,060	\$18,027	2.75%
514000	Other Compensation	\$5,398	\$4,355	\$5,957	\$6,155	\$198	3.32%
513000	Overtime	\$213	\$0	\$0	\$0	\$0	—%
514040	Sunday Premium	\$11,441	\$204	\$17,588	\$18,173	\$585	3.33%
514090	Longevity	\$1,814	\$1,889	\$2,200	\$2,400	\$200	9.09%
511010	Part-Time Wages	\$52,335	\$58,687	\$90,618	\$89,964	\$(654)	(0.72)%
<i>Subtotal Compensation</i>		<i>\$603,093</i>	<i>\$626,709</i>	<i>\$771,396</i>	<i>\$789,752</i>	<i>\$18,356</i>	<i>2.38%</i>
558080	Public Technology	\$0	\$9,491	\$10,500	\$11,025	\$525	5.00%
551030	Books	\$74,077	\$74,489	\$99,440	\$104,412	\$4,972	5.00%
<i>Subtotal Expenses</i>		<i>\$74,077</i>	<i>\$83,980</i>	<i>\$109,940</i>	<i>\$115,437</i>	<i>\$5,497</i>	<i>5.00%</i>
Total 5130 Youth Services		\$677,170	\$710,689	\$881,336	\$905,189	\$23,853	2.71%

FY2023 Program Improvement Request

#1 of 2

Department: Library

Element: 5130 - Youth Services

PIR Title: Full-Time Youth Services Librarian I

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages	1.00		\$ 69,456	\$ 69,456
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	1.00	\$ —	\$ 69,456	\$ 69,456
<u>Benefits</u>					
	Benefits Eligible?	1		\$ 17,399	\$ 17,399
<u>Expenses</u>					
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

The Library needs an additional Youth Services Librarian I in order to meet the needs of children and teens in the building. Approximately 50% of the library's circulation and 75% of the programming takes place in Youth Services and demand has outpaced staffing levels. There are three major factors driving this request:

- There are currently 4 professional staff in the Youth Services department, including the Teen Services Manager and Head of Youth Services. Because we are open for service 68 hours/week, those staff are working most of their hours on a public desk and have minimal time for planning and major projects. This will be a particular factor in the next two years as we plan for a complete renovation of the Children's Room and Large Meeting Room.
- There are significant impacts on our building after school hours, on early release days, and on school days. During these times, the library's Teen Space and Lower Level fill with 100-150 teens. The demand for programs, reference help, and readers' advisory is significant and we generally do not have sufficient staffing to meet demand and ensure safety. The recent closure of Panera and Starbucks in the Town Center put further pressure on the library in the afternoons.
- DEI activities, particularly collection assessment and ongoing training and collaborations require increased staff hours to ensure that we make progress in this important work. The library recently approved its first DEI Action Plan, and members of the Youth Services staff are leaders in this work and need time to plan programs and trainings, assess their collections, and work with students and community partners who are engaged in projects that build diversity and inclusivity in Lexington.

Service Implication:

The Library's Youth Services team will continue to scramble to meet the staffing/safety/accessibility needs of their busy spaces, and will struggle to meet the community's demand for programming. The team may not be able to participate in Library and town-wide DEI activities due to a lack of bandwidth.

NOTE: other than a few additional hours for weekend coverage, we have not added new staff to our Youth Services team since we opened the Teen Space in 2017.

FY2023 Program Improvement Request

#2 of 2

Department: Library

Element: 5120 - Adult Services

PIR Title: Library Fellowship

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages				\$ —
511010	Part-Time Wages			\$ 5,080	\$ 5,080
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ 5,080	\$ 5,080
<u>Benefits</u>					
	Benefits Eligible?	0		\$ 74	\$ 74
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

The Library profession is still more than 83% white with a large proportion of people of color clustered in entry-level positions. This is a request to establish a paid library Fellowship for career exploration. This fellowship would be available to members of traditionally marginalized communities who may be considering careers in libraries.

This would be for an annual 16-week paid Fellowship. 14 hours/week. \$22.68/hour (Library Technician I, Step 3). This Fellowship could be worked as part of an academic semester, or the number of hours/week could be increased for a summer work experience. Fellowship experiences would be developed based on the interests of the successful applicant, and be general or targeted to library programming, services to youth, or special collections.

Service Implication:

The Cary Library has worked intentionally to build an increasingly diverse staff. To build diversity at a leadership level will take time and we must do our part to recruit candidates of color into the field of librarianship and then invest in them. This Fellowship will be our next step in transforming into a Teaching Library. Having a Fellow each year would bring new voices and new ideas to Cary Library.

Town of Lexington, Massachusetts



Fiscal Year 2023

**Cary Memorial Library
Capital Project Submission**



Cary Memorial Library

FY2023-27 Capital Project Summary

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
LIB-23-1	Cary Library Children's Room Renovation Project	\$ —	\$ 5,580,000	\$ —	\$ —	\$ —	Cash Capital, Bonding, Private, Other
Total Library Capital Projects		\$ —	\$ 5,580,000	\$ —	\$ —	\$ —	



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Cary Library Children's Room Renovation Project

Date:

Project ID: LIB-23-1 **Department:** Cary Memorial Library

Revised: 10/20/2021

Submitted by: Koren Stembridge

Phone: 781-698-4401

Email: kstembridge@lexingtonma.gov

Description of Project:

Children's spaces in public libraries have changed significantly since the Cary Library was designed in the late 1990s. Four factors drive these changes - advances in technology, the need for more flexible spaces, new standards in ADA/Universal Design, and an increasing urgency around safety of children in public spaces.

The current Children's Room has a fixed U-shaped layout with staff space at the center of the U. This makes the room exceedingly difficult to supervise, and there are multiple spaces (including the preschool play space) that cannot be seen from the staff desk. The shelving is 5 feet high in most places, which is too high to provide good oversight of the room. Beyond safety concerns, room needs new mobile shelving to allow for space to be reconfigured as needed and improvements to accessibility (improved restrooms, wider aisles, changes to public service desk to better serve children and individuals with disabilities).

The Large Meeting Room (LMR) adjacent to the Children's Room will also be renovated as part of this project. Because children's programs draw large audiences, the LMR has become the primary programming space for children's and teen programs. The LMR renovation will include a new kitchen to allow for more cooking demonstrations as well as updated AV equipment and a new hearing loop. In FY2022 the library will be completing the Feasibility Study that has been delayed due to COVID-19

FY2023 (funded through private funds) - Design phase would include Schematic Design, Design Development, and Construction Drawings and cost estimates at each phase. Once this work is completed, the library will be able to determine if it can support this project from private sources (through a capital campaign or the use of endowment funds) or if it will need to seek municipal funding, all or in part, for this project.

FY2024 – Renovation of Children's Room space. The spaces were measured to be approximately 9,300 square feet. Using a construction estimate of \$500/sq ft, this would result in a construction cost of \$4,650,000. Adding 10% for contingency and 10% for design, plus OPM services results in a final project cost of approximately \$5,580,000.

Justification/Benefit:

Children's Services account for nearly 50% of all books checked out, and over 75% of library programs offered. Given that these services take place within a very limited footprint, this redesign would give staff the flexibility to move shelves and fixtures easily, using a space for preschool play in the morning, and K-5 school activities in the afternoon.

In addition, the project would allow us to fix multiple access issues, making the space work better for children with disabilities. Finally, this work would improve several safety issues that have been identified by staff and parents.

Impact if Not Completed:

Our Children's Room was designed for a different time and with a focus on books rather than on people. Today's children's spaces put children at the center of the design process, and allow for a greater range of activities to be accommodated. After 17 years of wear and tear, the room needs updates to furniture, shelving, lighting, technology, restrooms, and creative spaces. Building safety issues were not a significant part of the design process in the late 90s and there are several changes needed to improve safety in the space. Without this project, spaces will continue to degrade and the accessibility and safety issues will remain.

Timeframe:

Feasibility to be completed in FY2022, Design/Schematics/Construction Docs FY2023, Renovation Project FY2024.

Replacement Frequency:

NA

Basis for Cost Projections: We anticipate that this project will be paid for through a combination of public and private funding. There will be a capital request in FY2024 for the portion of the project needed to cover basic infrastructure (HVAC, plumbing, flooring, lighting, etc.) improvements. Costs for furniture, technology, shelving, and play spaces will be covered through private funds. Likely split - \$2.625M municipal (based on conversations with the Head of DPF) and approximately \$3M in funding from private sources (endowment, grants, fundraising). These figures will be further refined during the feasibility study and design phases.

Stakeholders: Lexington children and their families, library staff, public facilities staff.

Operating Budget Impact: None expected.

Funding Source: Cash Capital, Bonding, Private, Other

Prior Authorizations:

Town Meeting	Description	Authorized	Expended*	Encumbered*	Remaining*
2019/20H	Cary Library Children's Room Renovation Design	\$ 100,000	\$ —	\$ —	\$ 100,000
Totals		\$ 100,000	\$ —	\$ —	\$ 100,000

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer		\$ 232,500			
Project Management		\$ 232,500			
Construction		\$ 4,650,000			
Equipment					
Contingency		\$ 465,000			
Totals	\$ —	\$ 5,580,000	\$ —	\$ —	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

FY2023 Proposed Budget - Department of Public Works & Water/Sewer Presentations

PRESENTER:

Dave Pinsonneault, Director of Public
Works; Dave Pavlik, Superintendent
of Water and Sewer

ITEM NUMBER:

I.4

SUMMARY:

No vote is requested for this agenda item.

Review preliminary FY2023 budgets for the Department of Public Works and the Water and Sewer Department.

SUGGESTED MOTION:

FOLLOW-UP:

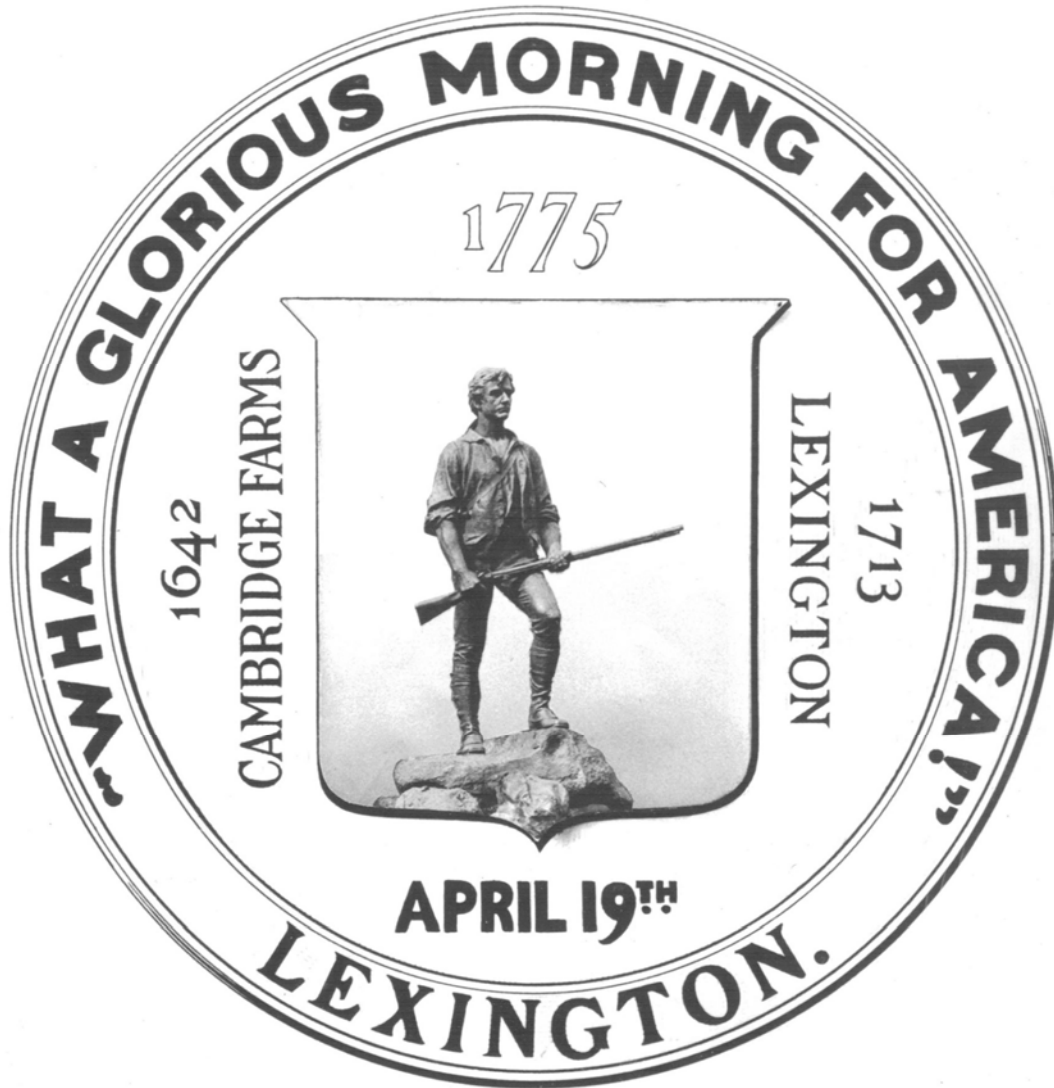
DATE AND APPROXIMATE TIME ON AGENDA:

12/1/2021

10:30am

ATTACHMENTS:

Description	Type
❑ Presentation - DPW FY2023 Proposed Budget	Presentation
❑ Presentation - DPW Water/Sewer Enterprise FY2023 Proposed Budget	Presentation



Department of Public Works
Requested Budget
Fiscal Year 2023

Submitted by:
David Pinsonneault, Director of Public Works

Select Board Presentation
December 1, 2021



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3100-3500 DPW General Fund

Mission: The Department of Public Works is committed to serve our community as a professional team dedicated to the quality of life in Lexington and support the Town's core values of public safety, affordability, and open space. We make every effort to maximize the efficient, effective use of our resources in the support, maintenance and upkeep of the infrastructure, public lands and programs.

Budget Overview: The Department of Public Works FY2023 All Funds budget of \$13,173,811 is comprised of four subprograms (DPW Administration/Engineering, Highway Maintenance, Public Grounds, Environmental Services). The FY2023 request represents an overall increase of \$429,513 or 3.37%. The All Funds budget is inclusive of the Compost, Minuteman Household Hazardous Product (MHHP), Burial Containers and Tree revolving funds. Less these revolving funds, the General Fund budget request is \$11,935,737 which is a \$407,594 or a 3.54% increase from the FY2022 budget.

Personal Services are increasing \$111,810 or 2.21% in the All Funds budget, and \$110,391 or 2.35% in the General Fund budget. The personal service budgets in both the General Fund and Non-General Funds include contractually obligated increases. Departmental Expenses are increasing \$317,703 or 4.26% in the All Funds budget, and by \$297,203 or 4.35% in the General Fund budget. The professional services lines in all operations budgets have increased due to the addition of Automatic Vehicle Locators (AVL's) in Town equipment. In addition, \$48,000 will be transferred from Public Facilities to cover the remaining costs of MS4 inspections and maintenance for school retention basins.

The Public Works program contains all DPW divisions. The services provided by Public Works include the maintenance, repair, and construction of the Town's infrastructure, roads, equipment, and property. The Department of Public Works is responsible for 284 lane miles of road, 154 miles of water mains, 34 miles of trunk sewer lines, 119 miles of street sewer lines, 4,700 catch basins, 160 pieces of equipment, 9 parks, 4 cemeteries, and the 5.5 mile-long Jack Eddison Memorial Bikeway. Public Works supports Town functions through the maintenance and repair of facilities such as playing fields, and the bikeway. This program also includes the Town's water and sewer operations, which function as separate enterprise funds and are shown in separate enterprise budgets.

Department Initiatives

1. Coordinate Administrative and Operations functions to maintain a functionally efficient organization.
2. Continue working with Town committees to ensure sustained engagement of residents.
3. Ensure staff accessibility and participation for training and advancement opportunities.

Committee Representation

Along with the day-to-day duties of DPW staff, many are also actively involved or work with Town committees. Those committees include the Permanent Building Committee, the Tree Committee, the Center Committee, the Water and Sewer Abatement Board, the Capital Expenditures Committee, the Appropriation Committee, the Transportation Safety Group, the Bicycle Advisory Committee, the Commission on Disabilities, the Monuments and Memorials Committee, the Sustainability Committee, the Noise Advisory Group and the Recreation Committee. These, and other staff, also work collaboratively on internal committees and teams.

Program Improvement Requests	Division	Comp.	Expenses	Benefits	Total
Transition PT Compost Site Attendant to FT	Environmental Services	\$ 32,429	\$ —	\$ 16,862	\$ 49,291
W-6 position upgrade	Environmental Services	\$ 2,496	\$ —	\$ 36	\$ 2,532
Transition DPW Management Analyst from PT to FT	DPW Administration	\$ 33,990	\$ —	\$ 493	\$ 34,483
Assistant Superintendent for Public Grounds	Public Grounds	\$ 83,895	\$ —	\$ 17,608	\$ 101,503
Assistant Superintendent for Water/ Sewer	Water/Sewer	\$ 83,895	\$ —	\$ 17,608	\$ 101,503
Total 3000 by Request		\$ 236,705	\$ —	\$ 52,607	\$ 289,312

DPW Expense Growth

Element	Division	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Budget	Increase	%
3110	Admin.	\$ 31,648	\$ 32,842	\$ 25,299	\$ 41,900	\$ 42,300	\$ 400	1.0 %
3120	Engineering	\$ 82,772	\$ 125,624	\$ 126,442	\$ 144,100	\$ 205,100	\$ 61,000	42.3 %
3130	Street Lighting	\$ 143,509	\$ 108,261	\$ 122,875	\$ 218,200	\$ 193,500	\$ (24,700)	(11.3)%
3210	Highway	\$ 460,939	\$ 380,141	\$ 398,537	\$ 734,900	\$ 750,200	\$ 15,300	2.1 %
3220	Equipment	\$ 480,303	\$ 460,493	\$ 448,748	\$ 547,400	\$ 616,700	\$ 69,300	12.7 %
3230	Snow	\$ 978,031	\$ 700,188	\$1,048,705	\$1,222,908	\$1,277,400	\$ 54,492	4.5 %
3310	Parks	\$ 321,240	\$ 371,360	\$ 347,958	\$ 377,600	\$ 403,400	\$ 25,800	6.8 %
3320	Forestry	\$ 147,378	\$ 143,756	\$ 173,971	\$ 229,300	\$ 233,800	\$ 4,500	2.0 %
3330	Cemetery	\$ 73,671	\$ 51,366	\$ 61,200	\$ 108,300	\$ 117,300	\$ 9,000	8.3 %
3410	Trash Pickup	\$ 947,750	\$ 924,683	\$ 952,423	\$ 980,996	\$1,010,426	\$ 29,430	3.0 %
3420	Recycling	\$ 116,379	\$ 77,168	\$ 104,137	\$ 193,250	\$ 233,900	\$ 40,650	21.0 %
	EL Hvy - Rec	\$1,092,250	\$1,135,880	\$1,161,716	\$1,285,567	\$1,234,195	\$ (51,372)	(4.0)%
3430	Trash Disposal	\$ 589,013	\$ 643,130	\$ 767,750	\$ 749,022	\$ 789,925	\$ 40,903	5.5 %
	Total Expenses	\$5,464,883	\$5,154,892	\$5,739,761	\$6,833,443	\$7,108,146	\$274,703	4.0 %
	Trash Exp.	\$2,629,013	\$2,703,693	\$2,881,889	\$3,015,585	\$3,034,546	\$ 18,961	0.6 %
	Non-Trash	\$2,835,870	\$2,451,199	\$2,857,872	\$3,817,858	\$4,073,600	\$255,742	6.7 %

Funding Sources (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$8,314,553	\$9,335,007	\$10,603,745	\$10,916,186	\$312,441	2.95%
Enterprise Funds (Indirects)	\$595,723	\$624,564	\$519,198	\$614,351	\$95,153	18.33%
Fees, Charges and Available Funds						
Parking Fund	\$72,900	\$72,900	\$72,900	\$72,900	\$0	—%
Cemetery Trust	\$90,038	\$72,925	\$50,000	\$50,000	\$0	—%
Cemetery Fees & Interest	\$272,443	\$237,123	\$230,000	\$230,000	\$0	—%
Misc. Charges for Service	\$197	\$(1,886)	\$200	\$200	\$0	—%
Licenses & Permits	\$129,145	\$145,175	\$52,100	\$52,100	\$0	—%
Total 3100-3500 General Fund	\$9,474,999	\$10,485,808	\$11,528,143	\$11,935,737	\$407,594	3.54%

Appropriation Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$4,165,247	\$4,746,049	\$4,695,200	\$4,805,591	\$110,391	2.35%
Expenses	\$5,309,752	\$5,739,759	\$6,832,943	\$7,130,146	\$297,203	4.35%
Total 3100-3500 General Fund	\$9,474,999	\$10,485,808	\$11,528,143	\$11,935,737	\$407,594	3.54%

Program Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Total 3110 Administration	\$655,805	\$660,102	\$693,469	\$704,566	\$11,097	1.60%
Total 3120 Town Engineering	\$915,241	\$930,378	\$1,015,497	\$1,081,085	\$65,588	6.46%
Total 3130 Street Lighting	\$237,224	\$123,287	\$228,200	\$203,500	\$(24,700)	(10.82)%
Total 3210 Highway	\$1,209,584	\$1,305,787	\$1,636,717	\$1,695,756	\$59,039	3.61%
Total 3220 Equipment Maint.	\$731,408	\$753,403	\$840,179	\$916,976	\$76,797	9.14%
Total 3230 Snow Removal	\$974,463	\$1,438,460	\$1,522,967	\$1,585,694	\$62,727	4.12%
Total 3310 Parks	\$1,261,614	\$1,418,322	\$1,436,075	\$1,501,039	\$64,964	4.52%
Total 3320 Forestry	\$409,077	\$525,200	\$552,426	\$569,041	\$16,615	3.01%
Total 3330 Cemetery	\$299,721	\$344,843	\$393,778	\$409,634	\$15,856	4.03%
Total 3410 Refuse Collection	\$924,683	\$952,423	\$980,996	\$1,010,426	\$29,430	3.00%
Total 3420 Recycling	\$1,213,048	\$1,265,853	\$1,478,817	\$1,468,095	\$(10,722)	(0.73)%
Total 3430 Refuse Disposal	\$643,130	\$767,750	\$749,022	\$789,925	\$40,903	5.46%
Total 3100-3500 General Fund	\$9,474,998	\$10,485,808	\$11,528,143	\$11,935,737	\$407,594	3.54%

Object Code Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$3,811,785	\$3,975,546	\$4,254,374	\$4,350,436	\$96,062	2.26%
Prior Year Retro Payments	\$0	\$191,964	\$0	\$0	\$0	—%
Overtime	\$353,462	\$578,539	\$440,826	\$455,155	\$14,329	3.25%
<i>Personal Services</i>	<i>\$4,165,247</i>	<i>\$4,746,049</i>	<i>\$4,695,200</i>	<i>\$4,805,591</i>	<i>\$110,391</i>	<i>2.35%</i>
Contractual Services	\$4,047,039	\$4,363,326	\$5,077,985	\$5,229,746	\$151,761	2.99%
Utilities	\$358,913	\$399,893	\$459,008	\$516,400	\$57,392	12.50%
Supplies	\$832,584	\$939,898	\$1,199,450	\$1,280,500	\$81,050	6.76%
Small Capital	\$71,216	\$36,641	\$96,500	\$103,500	\$7,000	7.25%
<i>Expenses</i>	<i>\$5,309,752</i>	<i>\$5,739,758</i>	<i>\$6,832,943</i>	<i>\$7,130,146</i>	<i>\$297,203</i>	<i>4.35%</i>
Total 3100-3500 General Fund	\$9,474,999	\$10,485,807	\$11,528,143	\$11,935,737	\$407,594	3.54%

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Regional Cache - Hartwell Avenue	\$10,659	\$9,248	\$50,000	\$50,000	\$0	—%
Lexington Tree Fund	\$86,450	\$54,120	\$70,000	\$75,000	\$5,000	7.14%
Burial Containers	\$44,705	\$35,680	\$50,000	\$60,000	\$10,000	20.00%
Compost Operations	\$673,846	\$804,309	\$790,000	\$795,000	\$5,000	0.63%
Minuteman Household Hazardous Waste	\$153,800	\$206,854	\$260,000	\$260,000	\$0	—%
Total 3100-3500 Revolving Funds	\$969,460	\$1,110,211	\$1,220,000	\$1,240,000	\$20,000	1.64%

**Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.*

Approp Summary (Non-General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Regional Cache - Hartwell Avenue (3110)	\$10,550	\$1,883	\$50,000	\$50,000	\$0	—%
Expenses	\$10,550	\$1,883	\$50,000	\$50,000	\$0	—%
Tree Revolving Fund (3320)	\$887	\$23,450	\$70,000	\$75,000	\$5,000	7.14%
Expenses	\$887	\$23,450	\$70,000	\$75,000	\$5,000	7.14%
Burial Containers Revolving Fund (3330)	\$29,690	\$21,815	\$50,000	\$60,000	\$10,000	20.00%
Expenses	\$29,690	\$21,815	\$50,000	\$60,000	\$10,000	20.00%
Compost Operations Rev. Fund (3420)	\$824,839	\$847,523	\$786,155	\$793,074	\$6,919	0.88%
Compensation	\$325,354	\$352,623	\$357,167	\$358,586	\$1,419	0.40%
Expenses	\$211,938	\$245,515	\$188,500	\$194,000	\$5,500	2.92%
Benefits	\$70,246	\$43,829	\$77,487	\$77,487	\$0	—%
Debt	\$217,303	\$205,557	\$163,001	\$163,001	\$0	—%
Minuteman Household Haz. Waste (3420)	\$133,954	\$255,449	\$260,000	\$260,000	\$0	—%
Expenses	\$133,954	\$255,449	\$260,000	\$260,000	\$0	—%
Total 3100-3500 Revolving Funds	\$999,920	\$1,150,120	\$1,216,155	\$1,238,074	\$21,919	1.80%

Appropriation Summary (All Funds)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$4,490,600	\$5,098,672	\$5,052,367	\$5,164,177	\$111,810	2.21%
Expenses	\$5,696,770	\$6,287,870	\$7,451,443	\$7,769,146	\$317,703	4.26%
Benefits (Revolving Funds)	\$70,246	\$43,829	\$77,487	\$77,487	\$0	—%
Debt Service (Revolving Fund)	\$217,303	\$205,557	\$163,001	\$163,001	\$0	—%
Total 3100-3500 All Funds	\$10,474,919	\$11,635,928	\$12,744,298	\$13,173,811	\$429,513	3.37%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3100-3500 DPW General Fund

<i>Authorized/Appropriated Staffing</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
<i>Department of Public Works - General Fund</i>				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst	0.6	0.6	0.6	0.6
Office Manager	1	1	1	1
Department Account Assistant*	2.6	2.6	2.6	2.6
Department Assistant - Pub Grounds/Cemetery	1	1	1	1
Department Lead Assistant	1	1	1	1
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer**	2	3	3	3
Engineering Assistant**	4	3	3	3
Engineering Aide	0.7	0.7	0.7	0.7
Supt. of Equipment, Highways & Drains	1	1	1	1
Highway Foreman	1	1	1	1
Crew Chief	6	6	6	6
Heavy Equipment Operators	13	13	13	13
Grader/Shovel Operator	1	1	1	1
Information Coordinator	1	1	1	1
Seasonal Laborer	1.7	1.7	1.7	1.7
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
Superintendent of Public Grounds	1	1	1	1
Laborer-Truck Driver	1	1	1	1
Leadmen	7	7	7	7
Senior Arborist	2	2	2	2
Tree Climber	2	2	2	2
Cemetery Foreman	1	1	1	1

<i>Authorized/Appropriated Staffing</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
<i>Department of Public Works - Compost Revolving Fund</i>				
Superintendent of Environmental Services	1	1	1	1
Compost Facility Foreman	1	1	1	1
Heavy Equipment Operators	2	2	2	2
Seasonal Laborer	0.7	0.7	0.7	0.7
Total FTE**	65.3	65.3	65.3	65.3
Total FT/PT	61 FT/8 PT	62 FT/8 PT	62 FT/8 PT	62 FT/8 PT

Explanatory Notes

*Full-time Dept. Account Assistant shown as 0.6 from General Fund; 0.4 is charged to Water/Sewer Enterprise.



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3100 DPW Admin/Engineering

Element: 3110 DPW Administration

Budget Description: DPW Administration staff plans, manages, coordinates, schedules and directs the department's activities. The duties of Administrative staff include preparing budgets, monitoring expenditures, developing bid specifications for DPW procurement, responding to citizens' questions and concerns, evaluating work performance, scheduling work assignments and collective bargaining. Staff works closely with many other departments including the Public Facilities Department located within the same building.

The DPW Administration FY2023 All Funds budget request is \$754,566 which includes a \$50,000 authorization for the Regional Cache revolving fund. This is a increase for All Funds of \$11,097 or 1.49% from FY2022, and reflects a 1.60% increase for the General Fund portion. For the General Fund, compensation is increasing \$10,697, or 1.64%, due to contractually obligated step increases and cost of living adjustments. Expenses are increasing \$400 or 0.95%, due to increased staff training in customer service, and professional membership costs.

Administration staff work with several committees, including the Permanent Building Committee, the Center Committee, the Capital Expenditures Committee, the Conservation Committee, the Energy Committee, the Bicycle Advisory Committee, the Tree Committee, and Sustainable Lexington.

Division Goals:

1. Continue use of work order system to ensure efficient and effective customer response.
2. Collaborate across divisions to focus on reducing paper use throughout the organization and look for digital options for use and storage.
3. Maintain and create a diverse and talented workforce by utilizing improved employee recruitment processes and and continuing to promote professional growth and development of staff.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$565,489	\$576,762	\$576,347	\$587,144	\$10,797	1.87%
513000	Overtime	\$0	\$0	\$0	\$0	\$0	—%
514090	Longevity	\$559	\$903	\$6,240	\$6,140	\$(100)	(1.60)%
511010	Part-Time Wages	\$51,292	\$52,207	\$51,182	\$51,182	\$0	—%
514100	Stipends	\$5,624	\$4,930	\$17,800	\$17,800	\$0	—%
<i>Subtotal Compensation</i>		\$622,964	\$634,802	\$651,569	\$662,266	\$10,697	1.64%

520000	Contract Services	\$2,744	\$2,763	\$3,800	\$3,900	\$100	2.63%
538080	Printing & Forms	\$101	\$35	\$200	\$100	\$(100)	(50.00)%
530000	Professional Services	\$0	\$0	\$200	\$200	\$0	—%
538010	Advertising	\$0	\$225	\$200	\$200	\$0	—%
538060	Catering/Meals	\$324	\$520	\$1,600	\$1,500	\$(100)	(6.25)%
538050	Drug & Alcohol Testing	\$12,448	\$10,230	\$15,000	\$15,000	\$0	—%
572000	Mileage	\$0	\$0	\$0	\$0	\$0	—%
542020	Postage & Mailing	\$18	\$55	\$100	\$100	\$0	—%
530060	Prof Dev & Training	\$634	\$1,346	\$1,400	\$1,500	\$100	7.14%
571000	Travel	\$4,360	\$440	\$1,400	\$1,600	\$200	14.29%
530040	Sem./Workshops/Conf.	\$3,457	\$2,197	\$6,000	\$6,000	\$0	—%
534030	Mobile Devices	\$1,931	\$1,210	\$2,400	\$2,400	\$0	—%
558000	Supplies	\$1,032	\$1,641	\$1,800	\$1,800	\$0	—%
542000	Office Supplies	\$2,522	\$2,542	\$4,800	\$4,800	\$0	—%
573000	Membership/Dues	\$1,810	\$1,595	\$1,800	\$1,900	\$100	5.56%
558010	Clothing & Safety Equipment	\$1,203	\$500	\$1,200	\$1,300	\$100	8.33%
542040	Office Equipment	\$261	\$0	\$0	\$0	\$0	—%
<i>Subtotal Expenses</i>		\$32,845	\$25,299	\$41,900	\$42,300	\$400	0.95%

Total DPW Administration General Fund		\$655,809	\$660,101	\$693,469	\$704,566	\$11,097	1.60%
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Revolving Fund - Regional Cache at Hartwell Avenue

542000	Office Supplies	\$10,550	\$1,883	\$50,000	\$50,000	—	—%
<i>Subtotal Expenses</i>		\$10,550	\$1,883	\$50,000	\$50,000	\$0	—%

Total 3110 DPW Administration		\$666,359	\$661,984	\$743,469	\$754,566	\$11,097	1.49%
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Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3100 DPW Admin/Engineering

Element: 3120 Engineering

Budget Description: The Engineering Division provides engineering programs and support services to the DPW, other Town departments and many Town committees. The Engineering Division is responsible for administering the Capital Budget for the Town's horizontal infrastructure including roadways, drainage, water, sanitary sewer, dams and sidewalks. This includes conceptual planning and investigation, design, bidding and construction administration. The division also issues permits, conducts inspections, provides consultant oversight, maintains public records and prepares and reviews bid documents.

The FY2023 Engineering budget request for Compensation reflects an increase of \$4,588 or 0.53% from FY2022, which reflects the cost of contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget. The request for expenses is increasing \$61,000 or 42.33% from FY2022.

The increase is in the Professional Services line which reflects the costs to comply with the EPA NPDES Phase II stormwater requirements (non-capital). Examples of the requirements include public education to residents, industry, commercial and construction groups, stormwater management policy review and regulation updates and written illicit discharge detection and elimination procedures, quarterly stormwater pollution prevention plan facility inspections, and catchment investigations. In addition the line encompasses continued environmental monitoring at the Hartwell compost facility.

Engineering staff work with the Transportation Safety Group, the Center Committee, Capital Expenditures Committee, Conservation Commission, Planning Board, Center Streetscape working group, Bicycle Advisory Committee, and the Design Review Team.

Division Goals:

1. Continue to proactively implement the NPDES program in a practical and cost-effective manner.
2. Continue improving the DPW asset management plan.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$720,295	\$719,111	\$767,613	\$771,382	\$3,769	0.49%
513000	Overtime	\$1,769	\$9,817	\$3,860	\$3,989	\$129	3.34%
514090	Longevity	\$389	\$606	\$4,543	\$5,043	\$500	11.01%
511010	Part-Time Wages	\$47,497	\$49,186	\$48,789	\$48,979	\$190	0.39%
512000	Seasonal Part-Time	\$19,666	\$25,218	\$46,592	\$46,592	\$0	—%
514100	Stipends	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		<i>\$789,616</i>	<i>\$803,938</i>	<i>\$871,397</i>	<i>\$875,985</i>	<i>\$4,588</i>	<i>0.53%</i>
520000	Contract Services	\$2,842	\$3,513	\$4,000	\$4,000	\$0	—%
538080	Printing & Forms	\$77	\$227	\$200	\$200	\$0	—%
530000	Professional Services	\$108,000	\$114,000	\$108,000	\$168,000	\$60,000	55.56%
572000	Mileage	\$46	\$0	\$400	\$400	\$0	—%
530060	Prof Dev & Training	\$2,527	\$0	\$6,000	\$6,000	\$0	—%
571000	Travel	\$0	\$0	\$2,000	\$3,000	\$1,000	50.00%
530040	Sem./Workshops/Conf.	\$3,319	\$3,397	\$10,000	\$10,000	\$0	—%
534030	Mobile Devices	\$2,475	\$2,420	\$2,500	\$2,500	\$0	—%
558000	Supplies	\$725	\$251	\$500	\$500	\$0	—%
542000	Office Supplies	\$1,769	\$753	\$4,000	\$4,000	\$0	—%
542020	Postage & Mailing	\$8	\$0	\$0	\$0	\$0	—%
573000	Membership/Dues	\$1,982	\$1,069	\$3,000	\$3,000	\$0	—%
558010	Clothing & Safety Equipment	\$1,854	\$768	\$2,500	\$2,500	\$0	—%
585020	Small Equipment	\$0	\$44	\$500	\$500	\$0	—%
542040	Office Equipment	\$0	\$0	\$500	\$500	\$0	—%
<i>Subtotal Expenses</i>		<i>\$125,624</i>	<i>\$126,442</i>	<i>\$144,100</i>	<i>\$205,100</i>	<i>\$61,000</i>	<i>42.33%</i>
Total 3120 Engineering		\$915,240	\$930,380	\$1,015,497	\$1,081,085	\$65,588	6.46%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3100 DPW Admin/Engineering

Element: 3130 Street Lighting

Budget Description: The Forestry Division staff inspect and repair bulbs and sensors on the Town-owned streetlights. An outside contractor repairs all other electrical outages including new lights, arms, poles and fixtures.

The total Street Lighting budget is decreasing \$(24,700) or (10.82)% from FY2022. Since the Town converted 3,175 fixtures to LED lights it will continue to monitor the system for cost savings and energy efficiency. The remaining 354 light fixtures will be evaluated for conversion.

Division Goals:

1. Continue to proactively maintain a cost-effective lighting system which is energy efficient.
2. Reduce outage frequency, down time, and provide safety along Lexington's roadways.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
513000	Overtime	\$876	\$411	\$10,000	\$10,000	\$0	—%
<i>Subtotal Compensation</i>		\$876	\$411	\$10,000	\$10,000	\$0	—%
520000	Contract Services	\$43,000	\$4,789	\$10,000	\$10,000	\$0	—%
538110	Police Details	\$0	\$0	\$1,200	\$1,000	\$(200)	(16.67)%
524030	Equip. Service & Repair	\$60,000	\$24,188	\$50,000	\$48,000	\$(2,000)	(4.00)%
538060	Catering/Meals	\$0	\$0	\$200	\$100	\$(100)	(50.00)%
527030	Lease Agreements	\$0	\$0	\$0		\$0	—%
530040	Sem./Workshops/Conf.	\$0	\$0	\$4,000	\$2,000	\$(2,000)	(50.00)%
521010	Electricity	\$128,088	\$93,886	\$110,000	\$100,000	\$(10,000)	(9.09)%
558000	Supplies	\$0	\$0	\$800	\$600	\$(200)	(25.00)%
558010	Clothing & Safety Equipment	\$0	\$0	\$1,200	\$1,200	\$0	—%
553050	Bulbs & Fixtures	\$5,261	\$0	\$40,000	\$30,000	\$(10,000)	(25.00)%
553060	Tools/Lumber/Hardware	\$0	\$12	\$800	\$600	\$(200)	(25.00)%
<i>Subtotal Expenses</i>		\$236,349	\$122,875	\$218,200	\$193,500	\$(24,700)	(11.32)%
Total 3130 Street Lighting		\$237,225	\$123,286	\$228,200	\$203,500	\$(24,700)	(10.82)%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3200 Highway

Element: 3210 Highway Maintenance

Budget Description: The Highway Division provides for the safety and maintenance of all public streets, sidewalks, drains and brooks. They perform minor construction repairs, snow and ice operations, traffic sign maintenance, pavement markings, street sweeping and pavement management (potholes & patches).

The overall FY2023 Highway budget represents a \$57,039 or a 3.53% increase from FY2022. Compensation is increasing \$21,739 or 2.41% due to contractually obligated stop increases and cost of living adjustments.

Expenses are increasing \$37,300 or 5.08% from FY2022. The Town has invested significant capital funds to improve stormwater capacity and quality by constructing biobasins, retention basins and vegetated swales that require routine maintenance to remain fully functional. The contractual services request is increasing by \$11,000 and the Repairs and Maintenance line is increasing by \$5,000 to continue funding the requirements of the NPDES MS4 Permit. This includes additional catch basin cleaning, increased stream and brook maintenance, a regular porous paving sweeping program, removing undesirable plants, replanting wetland plants, and cleaning out drainlines and basins along with other tasks. Other increase include additional paving and patching (\$4,300), and additional Supplies (\$5,000) and Hardware (\$3,000) needed to implement the various Highway maintenance programs. The bicycle pavement marking program initially funded in FY2018 is continued.

Highway staff work with Transportation Safety Group, the Center Committees as well as the public.

Division Goals:

1. Continue with the repair and replacement of sidewalks based on the 2020 BETA sidewalk assessment report.
2. Continue with MS4 permitting requirements including street sweeping, catch basin cleaning, culvert cleaning and brook cleaning.
3. Take proactive measures to clean and repair catch basins townwide.
4. Provide timely and efficient response to road hazards that arise on Town roads.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$704,765	\$727,268	\$815,508	\$834,452	\$18,944	2.32%
513000	Overtime	\$79,568	\$98,722	\$66,936	\$69,162	\$2,226	3.33%
514115	Prior Year Retro Payments	\$0	\$64,653	\$0	\$0	\$0	—%
512000	Seasonal Part-Time	\$13,264	\$13,382	\$14,073	\$14,642	\$569	4.04%
514100	Stipends	\$5,075	\$3,228	\$5,300	\$5,300	\$0	—%
<i>Subtotal Compensation</i>		<i>\$802,672</i>	<i>\$907,253</i>	<i>\$901,817</i>	<i>\$923,556</i>	<i>\$21,739</i>	<i>2.41%</i>
520000	Contract Services	\$247,271	\$190,502	\$384,000	\$395,000	\$11,000	2.86%
524000	Repairs & Maintenance	\$41,369	\$19,025	\$95,000	\$100,000	\$5,000	5.26%
530000	Professional Services	\$7,865	\$12,130	\$8,800	\$9,200	\$400	4.55%
538110	Police Details	\$12,978	\$14,032	\$22,000	\$22,000	\$0	—%
538010	Advertising	\$255	\$1,588	\$2,500	\$2,500	\$0	—%
524010	Landscaping Maintenance	\$0	\$0	\$2,000	\$2,000	\$0	—%
524030	Equip. Service & Repair	\$0	\$648	\$6,500	\$7,500	\$1,000	15.38%
538060	Catering/Meals	\$263	\$603	\$3,000	\$3,000	\$0	—%
571000	Travel	\$480	\$0	\$1,500	\$1,500	\$0	—%
530040	Sem./Workshops/Conf.	\$3,153	\$730	\$5,000	\$5,500	\$500	10.00%
521010	Electricity	\$26,772	\$16,860	\$15,000	\$17,000	\$2,000	13.33%
534020	Telephone	\$1,800	\$1,562	\$2,000	\$2,100	\$100	5.00%
534030	Mobile Devices	\$2,432	\$2,520	\$3,000	\$3,200	\$200	6.67%
558000	Supplies	\$28,579	\$45,486	\$70,000	\$75,000	\$5,000	7.14%
542000	Office Supplies	\$70	\$354	\$400	\$400	\$0	—%
573000	Membership/Dues	\$1,066	\$794	\$1,500	\$1,500	\$0	—%
558010	Clothing & Safety Equipment	\$10,104	\$9,668	\$12,500	\$14,000	\$1,500	12.00%
545010	Chemicals & Cleaning Supplies	\$0	\$0	\$200	\$500	\$300	150.00%
553040	Pipes & Fittings	\$0	\$20	\$300	\$300	\$0	—%
553050	Bulbs & Fixtures	\$0	\$0	\$2,000	\$2,000	\$0	—%
553060	Tools/Lumber/Hardware	\$1,434	\$7,054	\$10,000	\$13,000	\$3,000	30.00%
553070	Paving Supplies & Materials	\$21,022	\$30,165	\$65,700	\$70,000	\$4,300	6.54%
585020	Small Equipment	\$0	\$0	\$2,000	\$3,000	\$1,000	50.00%
<i>Subtotal Expenses</i>		<i>\$406,913</i>	<i>\$353,741</i>	<i>\$714,900</i>	<i>\$750,200</i>	<i>\$35,300</i>	<i>4.94%</i>
530001	EV Charger Maintenance	\$0	\$18,501	\$10,000	\$12,000	\$2,000	20.00%
521011	EV Charger Electricity	\$0	\$26,295	\$10,000	\$10,000	\$0	—%
<i>Subtotal EV Expenses</i>		<i>\$0</i>	<i>\$44,796</i>	<i>\$20,000</i>	<i>\$22,000</i>	<i>\$2,000</i>	<i>10.00%</i>
Subtotal Expenses		\$406,913	\$398,537	\$734,900	\$772,200	\$37,300	5.08%
Total 3210 Highway Maintenance		\$1,209,585	\$1,260,994	\$1,616,717	\$1,673,756	\$57,039	3.53%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3200 Highway

Element: 3220 Equipment Maintenance

Budget Description: The Equipment Maintenance Division services and repairs vehicles and small engine equipment for DPW, Facilities and Land Use, Health and Development. The Equipment Maintenance Division also supplies fuel for DPW, Facilities, Land Use, Health and Development, Police, Fire and LABBB (reimbursed). The current DPW equipment fleet replacement value is approximately \$7.4 million. DPW continues to research and encourage hybrid and other energy efficient vehicles for administration use and purchases large vehicles with energy reducing features. This budget also includes replacement vehicles for Land Use, Health and Development.

The Equipment Maintenance budget is increasing overall \$76,797, or 9.14% from the FY2022 budget. Compensation is increasing \$7,497 or 2.56% from FY2022 due to contractually obligated stop increases and cost of living adjustments.

Expenses are increasing \$69,300 or 12.66%. The Supplies (\$2,000), and Vehicle Parts & Supplies (\$10,000) budgets have increased due to a larger number of in-house repairs. The Vehicles line item increase (\$5,000) reflects the increased cost of vehicle purchases. The other increase in this budget reflect the increased costs of materials needed to perform the various maintenance functions of the Equipment Maintenance Division.

Division Goals:

1. Upgrade the preventative maintenance program to include servicing equipment more frequently to prevent costly repairs.
2. Updating the equipment tracking software to increase the efficiency of our technicians.
3. Maintain all Town equipment under the responsibility of this department so that it is ready and available for regular and emergency use when needed.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$240,478	\$233,811	\$285,336	\$292,708	\$7,372	2.58%
513000	Overtime	\$30,437	\$50,598	\$3,743	\$3,868	\$125	3.34%
514115	Prior Year Retro Payments	\$0	\$20,246	\$0	\$0	\$0	—%
514100	Stipends	\$0	\$0	\$3,700	\$3,700	\$0	—%
<i>Subtotal Compensation</i>		<i>\$270,915</i>	<i>\$304,655</i>	<i>\$292,779</i>	<i>\$300,276</i>	<i>\$7,497</i>	<i>2.56%</i>
520000	Contract Services	\$32,047	\$16,872	\$26,000	\$27,000	\$1,000	3.85%
530000	Professional Services	\$16,486	\$22,299	\$9,400	\$10,000	\$600	6.38%
524030	Equip. Service & Repair	\$20,093	\$19,620	\$20,000	\$22,000	\$2,000	10.00%
530040	Sem./Workshops/Conf.	\$50	\$5,337	\$2,000	\$2,500	\$500	25.00%
538060	Catering/Meals	\$134	\$0	\$0	\$0	\$0	—%
538080	Printing & Forms	\$75	\$0	\$0	\$0	\$0	—%
531030	Gasoline/Diesel	\$100,243	\$121,023	\$189,300	\$234,000	\$44,700	23.61%
558000	Supplies	\$39,588	\$37,230	\$38,000	\$40,000	\$2,000	5.26%
542000	Office Supplies	\$166	\$55	\$200	\$200	\$0	—%
573000	Membership/Dues	\$370	\$270	\$500	\$500	\$0	—%
558010	Clothing & Safety Equipment	\$7,693	\$6,624	\$8,500	\$9,000	\$500	5.88%
545010	Chemicals & Cleaning Supplies	\$3,494	\$6,574	\$2,500	\$3,500	\$1,000	40.00%
553060	Tools/Lumber/Hardware	\$7,978	\$6,042	\$14,000	\$15,000	\$1,000	7.14%
548010	Engine Oils/Lubricants	\$5,222	\$7,201	\$14,000	\$15,000	\$1,000	7.14%
548020	Vehicle Parts & Supplies	\$164,795	\$170,664	\$150,000	\$160,000	\$10,000	6.67%
585020	Small Equipment	\$15,496	\$2,243	\$18,000	\$18,000	\$0	—%
585030	Vehicles	\$46,566	\$26,694	\$55,000	\$60,000	\$5,000	9.09%
<i>Subtotal Expenses</i>		<i>\$460,496</i>	<i>\$448,748</i>	<i>\$547,400</i>	<i>\$616,700</i>	<i>\$69,300</i>	<i>12.66%</i>
Total 3220 Equipment Maintenance		\$731,411	\$753,403	\$840,179	\$916,976	\$76,797	9.14%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3200 Highway

Element: 3230 Snow Removal

Budget Description: The DPW is responsible for the removal of snow from Town streets, sidewalks, and parking lots. The Highway Division Superintendent oversees the entire DPW operations staff as well as contractors performing snow removal activities. The overall snow removal budget is \$1,585,694 which is an overall increase of \$62,727 or 4.12% from FY2022. This is due to the rebidding of the outside plowing contractors and tracking software.

Division Goals:

1. Refine the use of enhanced liquids with salt in order to enhance the treatment processes and reduce salt consumption.
2. Continue researching new technologies that will improve the efficiency of snow removal operations.
3. Start accessing real time weather data from a newly installed weather station which includes air temperature, road temperatures, coefficient of friction, relative humidity, precipitation type and pictures of the roadway.
4. Implement a new snow operation tracking software that will streamline the snow operation and provide better post storm cost tracking.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$69,106	\$84,490	\$0	\$0	\$0	—%
513000	Overtime	\$138,569	\$242,745	\$232,559	\$240,294	\$7,735	3.33%
514100	Stipends	\$66,600	\$62,520	\$68,000	\$68,000	\$0	—%
<i>Subtotal Compensation</i>		<i>\$274,275</i>	<i>\$389,755</i>	<i>\$300,559</i>	<i>\$308,294</i>	<i>\$7,735</i>	<i>2.57%</i>
520000	Contract Services	\$5,618	\$15,336	\$27,000	\$27,000	\$0	—%
530000	Professional Services	\$48,800	\$12,515	\$34,500	\$20,000	\$(14,500)	(42.03)%
538110	Police Details	\$0	\$1,100	\$1,000	\$2,000	\$1,000	100.00%
538010	Advertising	\$0	\$217	\$200	\$300	\$100	50.00%
524030	Equip. Service & Repair	\$0	\$1,788	\$25,000	\$25,000	\$0	—%
538060	Catering/Meals	\$1,931	\$2,804	\$4,000	\$5,000	\$1,000	25.00%
527030	Lease Agreements	\$63,300	\$69,300	\$85,000	\$90,000	\$5,000	5.88%
530040	Sem./Workshops/Conf.	\$1,850	\$200	\$5,000	\$5,000	\$0	—%
538030	Plowing Contractors	\$256,645	\$516,105	\$450,000	\$460,000	\$10,000	2.22%
534030	Mobile Devices	\$0	\$0	\$0	\$0	\$0	—%
531030	Gasoline/Diesel	\$50,000	\$50,608	\$50,608	\$62,000	\$11,392	22.51%
558000	Supplies	\$5,084	\$25,447	\$25,000	\$26,000	\$1,000	4.00%
542000	Office Supplies	\$0	\$0	\$100	\$100	\$0	—%
558010	Clothing & Safety Equipment	\$0	\$0	\$2,000	\$2,000	\$0	—%
553010	Snow & Ice Chemicals	\$25,285	\$84,139	\$50,000	\$60,000	\$10,000	20.00%
553060	Tools/Lumber/Hardware	\$524	\$639	\$3,000	\$3,000	\$0	—%
553020	Road Sand & Salt	\$143,215	\$165,839	\$400,000	\$420,000	\$20,000	5.00%
548020	Vehicle Parts & Supplies	\$97,937	\$100,801	\$50,000	\$60,000	\$10,000	20.00%
585020	Small Equipment	\$0	\$1,867	\$10,000	\$10,000	\$0	—%
<i>Subtotal Expenses</i>		<i>\$700,189</i>	<i>\$1,048,705</i>	<i>\$1,222,408</i>	<i>\$1,277,400</i>	<i>\$54,992</i>	<i>4.50%</i>
Total 3230 Snow Removal		\$974,464	\$1,438,460	\$1,522,967	\$1,585,694	\$62,727	4.12%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3300 Public Grounds

Element: 3310 Parks Division

Budget Description: The Public Grounds Superintendent oversees the Parks Division operations, which includes the maintenance of playgrounds, conservation areas, parks, athletic facilities, trails, pools and historical areas. The level of turf and ball field maintenance is the single most important factor in determining safety, playability and aesthetics of public grounds and athletic field areas. The Parks Division also assists with the preparations for Patriots Day, Discovery Day, Independence Day, Farmers Market and other special events. Parks Division staff works with the Recreation, Conservation, and Bike Advisory Committees, Civic Groups, special events and youth groups.

The total Parks Division FY2023 budget reflects an increase of \$64,964 or 4.52% from FY2022. Compensation is increase by \$39,164 or 3.70%, driven by contractually obligated step increases and cost of living adjustments.

Expenses are increasing by \$25,800 or 6.83% from FY2022. This is due to an increased cost in Landscape Supplies and Materials (\$5,000) for additional fertilizer, grass seed, and control products needed to provide safe, aesthetically pleasing athletic fields, public grounds and park areas. The Contractual Services (\$5,000) and Landscape Maintenance (\$5,000) lines are increasing due to increased cost of services provided by outside contractors. The Water/Sewer line (\$5,000) is increasing due to the cost of irrigation needed to provide quality turf and grounds areas.

Division Goals:

1. Continue the implementation of a proactive park maintenance program to provide safe, well-maintained, aesthetically pleasing parks, athletic fields and public ground areas.
2. Continue to improve two turf areas per year; the Center Complex baseball and football fields are targeted for FY2023.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$825,445	\$893,413	\$958,079	\$993,470	\$35,391	3.69%
513000	Overtime	\$59,308	\$101,158	\$89,396	\$92,369	\$2,973	3.33%
514115	Prior Year Retro Payments	\$0	\$70,157	\$0	\$0	\$0	—%
514090	Longevity	\$140	\$307	\$5,700	\$6,500	\$800	14.04%
514100	Stipends	\$5,360	\$5,330	\$5,300	\$5,300	\$0	—%
<i>Subtotal Compensation</i>		<i>\$890,253</i>	<i>\$1,070,365</i>	<i>\$1,058,475</i>	<i>\$1,097,639</i>	<i>\$39,164</i>	<i>3.70%</i>

520000	Contract Services	\$48,183	\$39,232	\$75,000	\$80,000	\$5,000	6.67%
538080	Printing & Forms	\$0	\$0	\$200	\$200	\$0	—%
530000	Professional Services	\$365	\$1,250	\$5,700	\$6,000	\$300	5.26%
538010	Advertising	\$0	\$0	\$200	\$200	\$0	—%
524010	Landscaping Maintenance	\$92,147	\$64,602	\$95,000	\$100,000	\$5,000	5.26%
524030	Equip. Service & Repair	\$0	\$0	\$2,000	\$2,000	\$0	—%
538060	Catering/Meals	\$1,055	\$1,409	\$500	\$500	\$0	—%
530060	Prof Dev & Training	\$915	\$600	\$500	\$1,000	\$500	100.00%
571000	Travel	\$516	\$0	\$2,500	\$2,000	\$(500)	(20.00)%
530040	Sem./Workshops/Conf.	\$3,936	\$2,289	\$6,000	\$6,000	\$0	—%
521010	Electricity	\$8,000	\$7,976	\$9,000	\$9,000	\$0	—%
531000	Water/Sewer	\$31,699	\$69,109	\$40,000	\$45,000	\$5,000	12.50%
534030	Mobile Devices	\$3,969	\$3,000	\$4,000	\$4,000	\$0	—%
558000	Supplies	\$13,359	\$20,350	\$13,000	\$15,000	\$2,000	15.38%
573000	Membership/Dues	\$2,138	\$4,564	\$2,000	\$2,500	\$500	25.00%
558010	Clothing & Safety Equipment	\$13,502	\$11,266	\$14,000	\$14,000	\$0	—%
545010	Chemicals & Cleaning Supplies	\$790	\$0	\$0	\$0	\$0	—%
553060	Tools/Lumber/Hardware	\$7,561	\$8,138	\$8,000	\$8,000	\$0	—%
546010	Landscaping Supp. & Mat.	\$92,765	\$75,794	\$70,000	\$75,000	\$5,000	7.14%
548020	Vehicle Parts & Supplies	\$33,050	\$20,864	\$5,000	\$5,000	\$0	—%
553080	Sand & Gravel	\$8,518	\$12,676	\$20,000	\$22,000	\$2,000	10.00%
585020	Small Equipment	\$8,893	\$4,839	\$5,000	\$6,000	\$1,000	20.00%
<i>Subtotal Expenses</i>		<i>\$371,361</i>	<i>\$347,958</i>	<i>\$377,600</i>	<i>\$403,400</i>	<i>\$25,800</i>	<i>6.83%</i>

Total 3310 Parks Division		\$1,261,614	\$1,418,323	\$1,436,075	\$1,501,039	\$64,964	4.52%
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Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3300 Public Grounds

Element: 3320 Forestry

Budget Description: The Forestry Division maintains public shade trees in parks, cemeteries, school grounds, public grounds areas, streets, and conservation properties. The division also assists with aerial lift services, setting up the holiday lighting, the streetlight maintenance program, and special events. Forestry Division staff work with the Recreation, Conservation, and Bike Advisory Committees, Civic Groups, special events and youth groups, as well as the Tree Committee. As part of that committee's efforts to re-plant trees, up to \$75,000 is requested to spend from the Tree Revolving Fund, which is funded by donations and mitigation fees.

The FY2023 All Funds Forestry Division budget of \$644,041 reflects an increase of \$21,615 or 3.47% from FY2022. Less the revolving fund, the General Fund FY2023 Forestry budget request is \$569,041 which is an increase of \$16,615 or 3.01% from FY2022.

Compensation reflects an increase of \$12,115 or 3.75% due to contractually obligated step increases and cost of living adjustments from the newly settled contract.

Forestry expenses are increasing by \$4,500 or 1.96%. This increase is due to additional cost for contractual services for tree pruning, planting and removal.

Division Goals:

1. Continue the implementation of planting at least 140 trees per year in Town Right-of-Ways, parks, public grounds areas, and setback areas on private property. Trees for the FY2023 plantings will be a combination of bare root or balled and burlapped from a supplier.
2. Continue the implementation of a proactive tree maintenance program to minimize hazard trees and perform timely tree pruning to promote good tree health, safety and aesthetics.
3. Finalize the tree inventory for Town trees.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$230,984	\$253,575	\$288,413	\$299,626	\$11,213	3.89%
513000	Overtime	\$29,275	\$60,036	\$19,913	\$20,575	\$662	3.32%
514115	Prior Year Retro Payments	\$0	\$23,017	\$0	\$0	\$0	—%
512000	Seasonal Part-Time	\$5,063	\$14,600	\$12,000	\$12,240	\$240	2.00%
514100	Stipends	\$0	\$0	\$2,800	\$2,800	\$0	—%
<i>Subtotal Compensation</i>		\$265,322	\$351,228	\$323,126	\$335,241	\$12,115	3.75%

520000	Contract Services	\$1,700	\$5,513	\$5,000	\$5,000	\$0	—%
530000	Professional Services	\$636	\$32,372	\$45,000	\$42,000	\$(3,000)	(6.67)%
538110	Police Details	\$7,247	\$1,528	\$5,000	\$4,000	\$(1,000)	(20.00)%
538010	Advertising	\$287	\$333	\$200	\$300	\$100	50.00%
524010	Landscaping Maintenance	\$22,500	\$3,306	\$10,000	\$10,000	\$0	—%
524030	Equip. Service & Repair	\$0	\$0	\$2,500	\$3,000	\$500	20.00%
524040	Tree Service	\$80,000	\$56,680	\$80,000	\$85,000	\$5,000	6.25%
524060	Tree Planting	\$0	\$35,899	\$50,000	\$50,000	\$0	—%
538060	Catering/Meals	\$502	\$594	\$500	\$500	\$0	—%
530060	Prof Dev & Training	\$815	\$345	\$500	\$1,000	\$500	100.00%
530040	Sem./Workshops/Conf.	\$2,807	\$336	\$3,000	\$3,000	\$0	—%
534030	Mobile Devices	\$489	\$240	\$500	\$500	\$0	—%
558000	Supplies	\$2,243	\$2,212	\$1,800	\$2,000	\$200	11.11%
542000	Office Supplies	\$211	\$88	\$0	\$0	\$0	—%
573000	Membership/Dues	\$2,057	\$1,537	\$2,000	\$2,000	\$0	—%
558010	Clothing & Safety Equipment	\$6,238	\$4,284	\$6,500	\$6,500	\$0	—%
545010	Chemicals & Cleaning Supplies	\$0	\$431	\$800	\$1,000	\$200	25.00%
553060	Tools/Lumber/Hardware	\$1,046	\$1,670	\$2,000	\$2,000	\$0	—%
546010	Landscaping Supp. & Mat.	\$11,269	\$20,984	\$8,000	\$10,000	\$2,000	25.00%
548020	Vehicle Parts & Supplies	\$3,708	\$4,664	\$2,000	\$2,000	\$0	—%
585020	Small Equipment	\$0	\$955	\$4,000	\$4,000	\$0	—%
<i>Subtotal Expenses</i>		\$143,755	\$173,971	\$229,300	\$233,800	\$4,500	1.96%

Subtotal 3320 General Fund		\$409,077	\$525,199	\$552,426	\$569,041	\$16,615	3.01%
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Revolving Fund - Tree

520000	Contract Services	\$887	\$23,450	\$55,000	\$75,000	20,000	36.36%
542000	Office Supplies	\$0	\$0	\$15,000	\$0	\$(15,000)	(100.00)%
<i>Subtotal Expenses</i>		\$887	\$23,450	\$70,000	\$75,000	\$5,000	7.14%

Total 3320 Forestry		\$409,964	\$548,649	\$622,426	\$644,041	\$21,615	3.47%
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Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3300 Public Grounds

Element: 3330 Cemetery

Budget Description: The Cemetery Division is responsible for the administration and maintenance of four cemeteries. Operations of the Cemetery Division are supported by the General Fund and by the Perpetual Care Trust fund. The Public Grounds Superintendent administers this program.

The FY2023 All Funds Cemetery Division budget of \$469,634 reflects a \$25,856 or 5.83% increase from FY2022. This amount includes a \$60,000 request for the Burial Containers Revolving Fund for the sale of grave boxes and burial vaults.

Less the revolving fund, the FY2023 General Fund Cemetery budget is \$409,634 which is a \$15,856 or a 4.03% increase. Compensation reflects an \$6,856 or a 2.40% increase, due to contractually obligated step increases and cost of living adjustments. The expense budget reflects \$9,000 or a 8.31% increase from FY2022, due to the increased costs of landscaping services, safety supplies, and irrigation at Westview Cemetery.

Division Goals:

1. Continue the GPS location of graves at Westview Cemetery and begin plans for the other cemeteries.
2. Continue to work with the Department of Public Facilities for a new Cemetery building at Westview.
3. Continue to develop the Green Burial program.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$232,535	\$249,009	\$258,659	\$264,836	\$6,177	2.39%
513000	Overtime	\$13,660	\$15,053	\$14,419	\$14,898	\$479	3.32%
514115	Prior Year Retro Payments	\$0	\$13,891	\$0	\$0	\$0	—%
512000	Seasonal Part-Time	\$1,920	\$5,760	\$10,000	\$10,200	\$200	2.00%
514100	Stipends	\$240	\$(70)	\$2,400	\$2,400	\$0	—%
<i>Subtotal Compensation</i>		<i>\$248,355</i>	<i>\$283,643</i>	<i>\$285,478</i>	<i>\$292,334</i>	<i>\$6,856</i>	<i>2.40%</i>

520000	Contract Services	\$4,188	\$5,026	\$3,000	\$4,000	\$1,000	33.33%
538080	Printing & Forms	\$385	\$141	\$300	\$300	\$0	—%
530000	Professional Services	\$97	\$1,461	\$2,400	\$2,500	\$100	4.17%
538010	Advertising	\$0	\$0	\$0	\$0	\$0	—%
524010	Landscaping Maintenance	\$14,130	\$21,928	\$48,000	\$48,000	\$0	—%
524030	Equip. Service & Repair	\$0	\$160	\$1,000	\$1,000	\$0	—%
524040	Tree Service	\$2,000	\$0	\$3,000	\$3,000	\$0	—%
538060	Catering/Meals	\$0	\$63	\$0	\$0	\$0	—%
530060	Prof Dev & Training	\$250	\$50	\$0	\$0	\$0	—%
530040	Sem./Workshops/Conf.	\$0	\$0	\$600	\$1,000	\$400	66.67%
521010	Electricity	\$258	\$103	\$500	\$500	\$0	—%
531000	Water/Sewer	\$2,931	\$5,252	\$22,000	\$26,000	\$4,000	18.18%
534030	Mobile Devices	\$300	\$250	\$700	\$700	\$0	—%
558000	Supplies	\$3,857	\$4,850	\$3,500	\$4,000	\$500	14.29%
542000	Office Supplies	\$347	\$443	\$500	\$500	\$0	—%
573000	Membership/Dues	\$135	\$60	\$300	\$300	\$0	—%
558010	Clothing & Safety Equipment	\$2,829	\$2,804	\$3,000	\$3,000	\$0	—%
553060	Tools/Lumber/Hardware	\$6,219	\$1,129	\$5,000	\$5,000	\$0	—%
546010	Landscaping Supp. & Mat.	\$9,815	\$16,831	\$12,000	\$15,000	\$3,000	25.00%
548020	Vehicle Parts & Supplies	\$3,625	\$649	\$1,000	\$1,000	\$0	—%
585020	Small Equipment	\$0	\$0	\$1,500	\$1,500	\$0	—%
<i>Subtotal Expenses</i>		<i>\$51,366</i>	<i>\$61,200</i>	<i>\$108,300</i>	<i>\$117,300</i>	<i>\$9,000</i>	<i>8.31%</i>

Subtotal 3330 General Fund		\$299,721	\$344,843	\$393,778	\$409,634	\$15,856	4.03%
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Revolving Fund - Burial Container

542000	Office Supplies	\$29,690	\$21,815	\$50,000	\$60,000	10,000	20.00%
<i>Subtotal Expenses</i>		<i>\$29,690</i>	<i>\$21,815</i>	<i>\$50,000</i>	<i>\$60,000</i>	<i>\$10,000</i>	<i>20.00%</i>

Total 3330 Cemetery		\$329,411	\$366,658	\$443,778	\$469,634	\$25,856	5.83%
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Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3400 Environmental Services

Element: 3410 Refuse Collection

Budget Description: The Superintendent of Environmental Services oversees this program that supports the curbside collection and transportation of residential solid waste. It also includes the collection and disposal of sharps and medical waste.

E.L. Harvey & Sons completed the third year of a five year curbside refuse and recycling collection contract that will end June 30, 2023. The Contractor collects single-stream recyclables, which combines paper/cardboard with plastic, glass and metal containers together in one recycle bin or barrel.

Division Goals:

1. Work with E.L. Harvey & Sons to implement a manual refuse and manual single stream collection service and oversee enforcement of mandatory recycling bylaw and State waste bans regulations.
2. Continue to support programs to divert organics and other hard to manage items such as mattresses and carpet from residential trash. Since May 2018, DPW has provided more than 1,100 specialized (12 gallon) green carts to residents participating in a food scraps program. It is estimated that these 1,100 households divert more than 300 tons of organics annually.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
520000	Contract Services	\$0	\$0	\$0	\$0	\$0	—%
533060	Curbside Collection Services	\$924,683	\$952,423	\$980,996	\$1,010,426	\$29,430	3.00%
Subtotal Expenses		\$924,683	\$952,423	\$980,996	\$1,010,426	\$29,430	3.00%
Total 3410 Refuse Collection		\$924,683	\$952,423	\$980,996	\$1,010,426	\$29,430	3.00%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3400 Environmental Services

Element: 3420 Recycling

Budget Description: The Superintendent of Environmental Services oversees the Town's recycling programs that include curbside collection of recyclable materials, management of yard waste operations at the Lexington Compost Facility at Hartwell Avenue and the Regional Minuteman Household Hazardous Product Facility.

The FY2023 All Funds Recycling Division budget of \$2,521,169 reflects a \$(3,803) or (0.15)% decrease from FY2022. This amount includes budgets from the General Fund, the Compost Revolving Fund and the Minuteman Household Hazardous Products Revolving Fund. Less the revolving funds, the FY2023 Recycling General Fund budget is \$1,468,095 which is a decrease of \$(10,722) or (0.73)% from FY2022.

Collection services include weekly curbside collection of refuse and recyclables paper, 24 curbside yard waste collections, curbside collection of appliances, large scrap metal items, electronic waste such as TVs and computers and 4 medical waste collections. This budget also includes Lexington's share of the Minuteman Household Hazardous Products collections at Hartwell Avenue and recycling costs of TVs, computers and other electronic wastes.

The DPW Compost Revolving Fund request is \$793,074 which reflects an increase of \$6,919 or 0.88% from FY2022, due to increases in compensation, expenses and benefits. This budget covers wages and benefits for the Superintendent, Compost Facility Foreman, Heavy Equipment Operators; wages for seasonal staff; overtime for weekend hours; expenses to operate the facility; and debt service. Compensation is increasing \$1,419 or 0.40% which is attributed to contractual step increases and cost of living adjustments. Debt service is a preliminary figure and reflects payments for the completion of the culvert replacement at the Compost Facility and the purchase of new equipment, including a John Deere 644L and Lieber loaders, a Backhus A-60 windrow turner and Doppstadt Star-Screen Trommel plant, and the Hartwell office structure.

Division Goals:

1. Assess markets and pricing for compost, loam, leaf, bark mulch and yard waste disposal permits. Propose increase of disposal rates and product pricing reflected in the local markets.
2. Continue to support Zero Waste activities and programs, to promote waste reduction programs at public events such as Discovery Day, community fairs and other events.
3. Complete implementation of DPW yard/compost facility operation's plan including gate installation, security and conservation improvements.
4. Explore and implement new revenue opportunities.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$0	\$0	\$0	\$0	\$0	—%
513000	Overtime	\$0	\$0	\$0	\$0	\$0	—%
514100	Stipends	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Compensation</i>		\$0	\$0	\$0	\$0	\$0	—%
520000	Contract Services	\$44,217	\$89,102	\$140,000	\$175,000	\$35,000	25.00%
538080	Printing & Forms	\$590	\$3,856	\$3,000	\$3,500	\$500	16.67%
538110	Police Details	\$400	\$0	\$1,600	\$1,500	\$(100)	(6.25)%
524030	Equip. Service & Repair	\$4,624	\$800	\$5,000	\$5,000	\$0	—%
538060	Catering/Meals	\$0	\$0	\$200	\$200	\$0	—%
572000	Mileage	\$0	\$0	\$200	\$200	\$0	—%
542020	Postage & Mailing	\$26	\$0	\$2,000	\$2,000	\$0	—%
530040	Sem./Workshops/Conf.	\$1,798	\$965	\$5,000	\$5,000	\$0	—%
533060	Curbside Collection Services	\$837,212	\$861,716	\$887,567	\$914,195	\$26,628	3.00%
533061	Recycling Processing Fees	\$298,668	\$300,000	\$398,000	\$320,000	\$(78,000)	(19.60)%
558000	Supplies	\$19,989	\$3,568	\$25,000	\$25,000	\$0	—%
542000	Office Supplies	\$66	\$0	\$500	\$500	\$0	—%
573000	Membership/Dues	\$724	\$972	\$2,000	\$2,500	\$500	25.00%
558010	Clothing & Safety Equipment	\$0	\$29	\$750	\$1,000	\$250	33.33%
553060	Tools/Lumber/Hardware	\$0	\$2,273	\$500	\$5,000	\$4,500	900.00%
553070	Paving Supplies & Materials	\$4,735	\$2,572	\$7,500	\$7,500	\$0	—%
<i>Subtotal Expenses</i>		\$1,213,049	\$1,265,853	\$1,478,817	\$1,468,095	\$(10,722)	(0.73)%

Subtotal 3420 General Fund \$1,213,049 \$1,265,853 \$1,478,817 \$1,468,095 \$(10,722) (0.73)%

Note: Recycling Disposal Fees in FY2019-21 reflect staff calculations for purposes of transparency, rather than entries in a separate account in the accounting system. Going forward, they will be tracked separately.

Revolving Fund - Compost Operations

511000	Regular Wages	\$260,554	\$277,267	\$294,602	\$293,572	\$(1,030)	(0.35)%
513000	Overtime	\$38,405	\$33,548	\$40,564	\$41,913	\$1,349	3.33%
514115	Prior Year Retro Payments	\$0	\$15,987	\$0	\$0	\$0	—%
514090	Longevity	\$589	\$903	\$2,200	\$3,300	\$1,100	50.00%
512000	Seasonal Part-Time	\$25,606	\$24,618	\$18,401	\$18,401	\$0	—%
514100	Stipends	\$200	\$300	\$1,400	\$1,400	\$0	—%
<i>Subtotal Compensation</i>		\$325,354	\$352,623	\$357,167	\$358,586	\$1,419	0.40%
520000	Contract Services	\$190,380	\$231,622	\$175,000	\$185,000	\$10,000	5.71%
538060	Catering/Meals	\$0	\$0	\$0	\$0	\$0	—%
542000	Office Supplies	\$18,080	\$11,210	\$10,000	\$5,000	\$(5,000)	(50.00)%
573000	Membership/Dues	\$1,124	\$1,092	\$500	\$1,000	\$500	100.00%
558010	Clothing & Safety Equipment	\$2,353	\$1,590	\$3,000	\$3,000	\$0	—%
585020	Small Equipment	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Expenses</i>		\$211,937	\$245,514	\$188,500	\$194,000	\$5,500	2.92%
519080	Health Insurance	\$70,246	\$43,829	\$77,487	\$77,487	\$0	—%
<i>Subtotal Benefits</i>		\$70,246	\$43,829	\$77,487	\$77,487	\$0	—%

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
591000	Long-Term Debt Principal	\$169,000	\$163,900	\$120,250	\$120,250	—	—%
591500	Long-Term Debt Interest	\$48,303	\$41,657	\$34,501	\$34,501	—	—%
591600	Interest on Temp Loans	\$0	\$0	\$8,250	\$8,250	—	—%
<i>Subtotal Debt</i>		<i>\$217,303</i>	<i>\$205,557</i>	<i>\$163,001</i>	<i>\$163,001</i>	<i>\$0</i>	<i>—%</i>

Total Compost Operations Revolving Fund		\$824,840	\$847,523	\$786,155	\$793,074	\$6,919	0.88%
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Revolving Fund - Minuteman Household Hazardous Products (MHHP)

520000	Contract Services	\$133,491	\$255,426	\$260,000	\$260,000	\$0	—%
542000	Office Supplies	\$463	\$22	\$0	\$0	\$0	—%
<i>Subtotal Expenses</i>		<i>\$133,954</i>	<i>\$255,448</i>	<i>\$260,000</i>	<i>\$260,000</i>	<i>\$0</i>	<i>—%</i>

Total 3420 Recycling		\$2,171,843	\$2,368,824	\$2,524,972	\$2,521,169	\$(3,803)	(0.15)%
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Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3400 Environmental Services

Element: 3430 Refuse Disposal

Budget Description: This funds the disposal of Lexington's solid waste under an amended agreement with Wheelabrator Technologies Incorporated waste-to-energy facility in North Andover. This agreement has been extended for five years through June 30, 2025.

Trash generation is influenced by many variables such as regional economic development and weather conditions. The Town is committed to continue reducing or neutralizing trash generation in the future; however, the possibility of additional housing developments and a projected 1.5 to 1 million ton shortfall in disposal capacity will likely impact future trash disposal costs.

The FY2023 tipping fee will be \$83.15 per ton which is a \$2.61 per ton increase over the FY2022 tip fee. There is also a likelihood of additional residential and other multi-unit developments that may impact cost.

Trash tonnage in FY2021 increased 8% or just under 700 tons for a total of 9,083 tons. This marks the highest one year total of MSW since FY2006 which was 9,740 tons. Most communities in the northeast and throughout the US have seen a significant (10% to 30% plus) jump in MSW generation since the beginning of the Covid pandemic. FY2023 refuse tonnage is projected to be 9,500 tons but could be lower when the pandemic ends.

Division Goals:

1. Develop and implement cost effective management plan to divert organics from Lexington's MSW.
2. Meet future expansion of Mass DEP waste bans on mattresses, carpet and organics anticipated sometime in 2022.
3. Develop a long term plan to identify waste streams and implement waste reduction and diversion programs and explore alternative disposal options available in the future.

FY2023 refuse tonnage is projected to be 9,500 tons but could be lower when the pandemic ends. Tipping tonnage and fee history is as follows:

Fiscal Year	Tonnage	Per Ton Fee	Fiscal Year	Tonnage	Per ton fee
FY2012	8,441	\$68.00	FY2018	8,322	\$66.19
FY2013	8,107	\$70.00	FY2019	8,368	\$67.84
FY2014	8,260	\$72.00	FY2020	8,387	\$69.54
FY2015	8,298	\$74.00	FY2021	9,083	\$78.00
FY2016	8,272	\$63.00	FY2022	9,300	\$80.54
FY2017	8,204	\$64.58	FY2023	9,500	\$83.15

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Request	Dollar Increase	Percent Increase
520000	Contract Services	\$0	\$0	\$0	\$0	\$0	—%
538020	Tipping Services	\$643,130	\$767,750	\$749,022	\$789,925	\$40,903	5.46%
<i>Subtotal Expenses</i>		<i>\$643,130</i>	<i>\$767,750</i>	<i>\$749,022</i>	<i>\$789,925</i>	<i>\$40,903</i>	<i>5.46%</i>
Total 3430 Refuse Disposal		\$643,130	\$767,750	\$749,022	\$789,925	\$40,903	5.46%

FY2023 Program Improvement Request

#1 of 2 (RF)

Department: Public Works

Division: Environmental Services

Element: 3420 Recycling

PIR Title: Transition PT Compost Site Attendant to FT

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages	1.00	\$ —	\$ 48,630	\$ 48,630
512000	Seasonal Part-Time		\$ —	\$ (18,401)	\$ (18,401)
513000	Overtime		\$ —	\$ —	\$ —
	Other Compensation		\$ —	\$ 2,200	\$ 2,200
	Total Compensation	1.00	\$ —	\$ 32,429	\$ 32,429
<u>Benefits</u>					
	Benefits Eligible?	1		\$ 16,862	\$ 16,862
<u>Expenses</u>					
			\$ —	\$ —	\$ —
			\$ —	\$ —	\$ —
			\$ —	\$ —	\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

This request is to convert the part-time seasonal position at the Compost Site into a full-time position. This will allow for greater efficiency, flexibility and production with the activities related to the Compost Site. Converting this position will allow the employee to operate loaders, screeners, dump trucks and other equipment increasing the capacity for materials handling, processing and sales. This will also allow the on-site foreman to do more administrative functions such as sales, contractor oversight, site planning, etc. The increase will be offset by a reduction of \$18,401 in the Seasonal Account Line Item.

Service Implication:

Without this position the site will continue to be at maximum workload capacity. Opportunities for sales, contracts and new products will be limited affecting the overall revenues generated at the site. The site will also need to continue to be supplemented with staff from other divisions affecting their own division tasks.

FY2023 Program Improvement Request

#2 of 2 (RF)

Department: Public Works

Division: Environmental Services

Element: 3420 Recycling

PIR Title: W-6 position upgrade

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages			\$ 2,496	\$ 2,496
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.00	\$ —	\$ 2,496	\$ 2,496
<u>Benefits</u>					
	Benefits Eligible?	0		\$ 36	\$ 36
<u>Expenses</u>					
530000	Professional Services				\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

This request is to convert one heavy equipment operator position to a leadman position. This position will be able to lead employees on-site without the foreman being present and will also continue to operate all site equipment. This will allow for efficiency in on-site decisions and maintain a high level of productivity.

Service Implication:

Not funding this request will affect productivity by staff waiting for confirmation from the foreman on various tasks and will continue to have an employee eligible for take-over pay when they supervise a group of employees.

FY2023 Program Improvement Request

#1 of 2 (GF)

Department: Public Works

Division: DPW Administration

Element: 3100 Administration

PIR Title: Transition DPW Management Analyst from PT to FT

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages	0.40		\$ 33,990	\$ 33,990
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation				\$ —
	Total Compensation	0.40	\$ —	\$ 33,990	\$ 33,990
<u>Benefits</u>					
	Benefits Eligible?	0		\$ 493	\$ 493
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

This request is to upgrade the part-time Management Analyst Position to full-time status. The position is currently budgeted for 21 hours per week. The responsibilities of this position have grown substantially over the past few years. The Management Analyst is responsible for technical assistance with the fuel system for the Town's fleet, technical assistance with the Department's billing programs, coordination of the Capital Budget, developing presentations and outreach materials, accreditation coordinator, APWA liaison, tracking personal services, IT coordinator for DPW, assistance with the time tracking and security systems and other tasks as needed.

Service Implication:

Not funding this request will continue to affect the efficiencies of the Department. The timeliness of projects will be affected as will properly vetting new products and methods of completing Department tasks.

FY2023 Program Improvement Request

#2 of 2 (GF)

Department: Public Works

Division: Public Grounds

Element: 3300 Public Grounds

PIR Title: Assistant Superintendent for Public Grounds

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages	1.00		\$ 79,895	\$ 79,895
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation			\$ 4,000	\$ 4,000
	Total Compensation	1.00	\$ —	\$ 83,895	\$ 83,895
<u>Benefits</u>					
	Benefits Eligible?	1		\$ 17,608	\$ 17,608
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

This request is to fund a new Assistant Superintendent of Public Grounds. The Public Grounds Superintendent position responsibilities continue to grow. The changes in the Tree Bylaw, increases in maintenance responsibilities, increases in special events coordination, new practices at the cemetery and increased responsibilities for capital projects, oversight of maintenance staff in Park, Forestry and Cemetery and stakeholder requests have stretched the effective time the Superintendent can work on these tasks. The assistant will allow the Public Grounds Superintendent to concentrate on the most pressing issues, deliver more timely and effective service and help meet the needs of the stakeholders and the community.

Service Implication:

Not funding this request will continue to affect the timeliness of responses, timeliness of completing projects and timeliness of implementing new work tasks thereby reducing efficiency and effectiveness.

FY2023 Program Improvement Request

#1 of 1 (Ent.)

Department: Public Works

Division: Water/Sewer

Element: 3600/3700 Water/Sewer

PIR Title: Assistant Superintendent for Water/Sewer

Requested Program Improvement Funding

Object Code	Object Description	FTE	One-Time Cost FY2023 Only	Ongoing Costs FY2023 & Future	TOTAL FY2023 Request
<u>Compensation</u>					
511000	Regular Wages			\$ 79,895	\$ 79,895
511010	Part-Time Wages				\$ —
513000	Overtime				\$ —
	Other Compensation			\$ 4,000	\$ 4,000
	Total Compensation	0.00	\$ —	\$ 83,895	\$ 83,895
<u>Benefits</u>					
	Benefits Eligible?	1		\$ 17,608	\$ 17,608
<u>Expenses</u>					
					\$ —
					\$ —
					\$ —
	Total Expenses		\$ —	\$ —	\$ —

Purpose/Description of Request:

This request is to fund an Assistant Water/Sewer Superintendent position. The responsibilities of the Water/Sewer Superintendent continue to grow and are regulated and mandated by DEP. Programs we are improving on or adding include a gate/valve maintenance program, improved water conservation education and outreach, pump station preventative maintenance, monitoring the water agreements with Bedford and Burlington, increased reporting for DEP, lead service management and others. This position will help manage some of these programs so that we meet critical reporting timelines, maintain compliance, perform critical preventative maintenance and manage the staff in an effective manner.

Service Implication:

Not funding this request will delay some of the above mentioned programs, affect our timelines and compliance and impact the services we provide.



Department of Public Works

FY2023-27 Capital Summary

ID#	Program Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
5016	Equipment Replacement	\$ 1,536,000	\$ 1,585,000	\$ 1,575,000	\$ 1,465,000	\$ 1,520,000	Cash Capital, Bonding, Water/Sewer, Compost
5018	Sidewalk Improvements	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	Cash Capital, Bonding
5019	Townwide Signalization Improvements	\$ 125,000	\$ 50,000	\$ 55,000	\$ —	\$ —	Cash Capital, Bonding
5022	Street Improvements	\$ 2,669,767	\$ 2,688,312	\$ 2,707,321	\$ 2,726,806	\$ 2,746,777	Cash Capital, State Aid
6102	Hydrant Replacement Program	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	Cash Capital, Water
5014	Townwide Culvert Replacement	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	Cash Capital, Bonding, Other
5020	Storm Drainage Improvements and NPDES Compliance	\$ 570,000	\$ 570,000	\$ 570,000	\$ 570,000	\$ 570,000	Cash Capital, Bonding, Other
5021	Comprehensive Watershed Stormwater Management	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	Cash Capital, Bonding, Other
Total DPW Capital Programs		\$ 6,555,767	\$ 6,548,312	\$ 6,562,321	\$ 6,416,806	\$ 6,491,777	

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
DPW-23-1	Battle Green Streetscape Improvements	\$ 4,975,000	\$ —	\$ —	\$ —	\$ —	Cash Capital, Bonding
DPW-23-2	Hartwell Ave. Compost Site Improvements	\$ —	\$ —	\$ 200,000	\$ —	\$ —	Compost Fund
DPW-23-3	Municipal Parking Lot Improvements	\$ 60,000	\$ 460,000	\$ —	\$ —	\$ —	Cash Capital, Bonding, Parking Fund
DPW-23-4	Public Parking Lot Improvement Program	\$ 100,000	\$ 663,000	\$ 619,000	\$ —	\$ —	Cash Capital, Bonding, Parking Fund
DPW-23-5	New Sidewalk Installations	\$ 75,000	\$ 865,000	\$ 250,000	\$ —	\$ 3,000,000	Cash Capital, Bonding
DPW-23-6	Bedford St. and Hartwell Ave. Long-Range Transportation Improvements	\$ —	\$ 1,580,000	\$ —	\$ —	\$ —	Cash Capital, Bonding, State Aid, Other
DPW-23-7	Street Acceptance	\$ —	\$ —	\$ —	\$ —	\$ —	Other
DPW-23-8	Public Grounds Irrigation Improvements	\$ —	\$ 120,000	\$ —	\$ —	\$ —	Cash Capital, CPA
DPW-23-9	Cemetery Columbarium	\$ —	\$ —	\$ 450,000	\$ —	\$ —	Cash Capital, Bonding
Total DPW Capital Projects		\$ 5,210,000	\$ 3,688,000	\$ 1,519,000	\$ —	\$ 3,000,000	

ID#	CPA Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
DPW-23-8	Public Grounds Irrigation Improvements	\$ —	\$ 80,000	\$ —	\$ —	\$ —	Cash Capital, CPA
Total DPW CPA Projects		\$ —	\$ 80,000	\$ —	\$ —	\$ —	

ID#	Program Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
6001	Pump Station Upgrades	\$ 575,000	\$ 75,000	\$ —	\$ —	\$ —	Cash Capital, Bonding, Sewer, State Aid
6002	Sanitary Sewer System Investigation and Improvements	\$ 1,020,000	\$ 1,040,404	\$ 1,061,210	\$ 1,082,431	\$ 1,104,080	Cash Capital, Bonding, Sewer, State Aid
6101	Water Distribution System Improvements	\$ 2,200,000	\$ 2,244,000	\$ 2,288,900	\$ 2,334,670	\$ 2,381,360	Cash Capital, Bonding, Water
6102	Hydrant Replacement Program	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	Cash Capital, Water
Total DPW Enterprise Capital Programs		\$ 3,870,000	\$ 3,434,404	\$ 3,425,110	\$ 3,492,101	\$ 3,560,440	

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
DPW-23-12	Water Tower(s) replacement	\$ —	\$ —	\$ 2,156,250	\$ 9,803,750	\$ —	Water and possibly MWRA state aid loans
Total DPW Enterprise Capital Projects		\$ —	\$ —	\$ 2,156,250	\$ 9,803,750	\$ —	

Town of Lexington, Massachusetts



Fiscal Year 2023

**Department of Public Works
Capital Program Submission**



Department of Public Works

FY2023-27 Capital Program Summary

ID#	Program Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
5016	Equipment Replacement	\$ 1,536,000	\$ 1,585,000	\$ 1,575,000	\$ 1,465,000	\$ 1,520,000	Cash Capital, Bonding, Water/Sewer, Compost
5018	Sidewalk Improvements	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	Cash Capital, Bonding
5019	Townwide Signalization Improvements	\$ 125,000	\$ 50,000	\$ 55,000	\$ —	\$ —	Cash Capital, Bonding
5022	Street Improvements	\$ 2,669,767	\$ 2,688,312	\$ 2,707,321	\$ 2,726,806	\$ 2,746,777	Cash Capital, State Aid
6102	Hydrant Replacement Program	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	Cash Capital, Water
5014	Townwide Culvert Replacement	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	Cash Capital, Bonding, Other
5020	Storm Drainage Improvements and NPDES Compliance	\$ 570,000	\$ 570,000	\$ 570,000	\$ 570,000	\$ 570,000	Cash Capital, Bonding, Other
5021	Comprehensive Watershed Stormwater Management	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	Cash Capital, Bonding, Other
Total DPW Capital Programs		\$ 6,555,767	\$ 6,548,312	\$ 6,562,321	\$ 6,416,806	\$ 6,491,777	



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Equipment Replacement

Date: 9/23/20

Program ID: 5016 **Department:** Department of Public Works

Revised: 9/24/21

Submitted by: Marc Valenti

Phone: 781-274-8350

Email: mvalenti@lexingtonma.gov

Description of Capital Program:

FY2023 - \$1,536,000 – (\$1,196,000 Tax Levy, \$170,000 Sewer Enterprise Fund, and \$170,000 Water Enterprise Fund). This is an annual program to replace equipment that has reached the end of its useful life. The Department of Public Works has an inventory of 146 pieces of major equipment. The vehicles replaced in this program include pick-ups, dump trucks, construction vehicles and specialized equipment including pumps, rollers, sprayers and mowers. Each piece of equipment is inventoried with original and current replacement cost, state of condition, and replacement time interval. Replacement intervals vary from 5 to 20 years, and based on manufacturer recommendations and use (type and duration). The selection of vehicles to be replaced begins with the proposed replacement date. Each vehicle is assessed based on its mechanical condition and work requirements. The replacement program defines what equipment is expected to need replacement during the next five years, with the intent of preventing any unexpected emergency purchases. Annual updates are conducted by the Division Superintendents, Manager of Operations and Director of Public Works.

Equipment	Division	General Fund	Sewer RE	Water RE	Total
6 Wheel Dump with Snow Plow	Water & Sewer		\$ 112,500	\$ 112,500	\$ 225,000
Utility Service Truck	Water & Sewer		\$ 57,500	\$ 57,500	\$ 115,000
Drain Flushing & Vacuum Truck	Highway	\$ 500,000			\$ 500,000
Boom Flail Mower	Public Grounds	\$ 45,000			\$ 45,000
Autonomous Paint Striping Machine	Public Grounds	\$ 52,000			\$ 52,000
Wheeled Excavator	Highway	\$ 230,000			\$ 230,000
Loader Mounted Snow Blower	Highway	\$ 170,000			\$ 170,000
Sign Machine	Highway	\$ 63,000			\$ 63,000
Toro Workman	Public Grounds	\$ 40,000			\$ 40,000
Small Front End Loader	Public Grounds	\$ 96,000			\$ 96,000
Total		\$1,196,000	\$ 170,000	\$ 170,000	\$1,536,000

Goals of Capital Program:

The operations of a public works department rely heavily on regular and specialized vehicles to mow parks, plow snow, repair streets and complete a variety of other projects. Without regular equipment replacement, the DPW's operations could be severely hindered by broken down and potentially unsafe vehicles.

Impact if Not Maintained:

If the necessary equipment is not replaced, projects could be delayed due to equipment down time. Furthermore, the mechanics' time is better spent on tasks other than fixing equipment that is beyond its useful life.

Major Spending over Past 5 Years:

This is an ongoing program; 5 year look ahead schedule provides realistic spending.

Work Currently Underway:

This is an ongoing program; 5 year look ahead schedule provides current and future equipment purchases.

Planned Spending for Next 5 Years:

This is an ongoing program; 5 year look ahead schedule provides current and future equipment purchases.

Basis for Cost Projections:

Current estimates from vendors

Stakeholders: DPW Staff, Lexington Residents

Operating Budget Impact:

This program impacts the operating budget by saving staff time and money. DPW employees spend less time repairing old and aging pieces of equipment and buying parts to fix equipment that is beyond its useful life.

Funding Source: Cash Capital, Bonding, Water/Sewer, Compost

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2016/10B	\$ 755,000	\$ 715,403	\$ —	\$ —	\$ 39,597
2017/12C	\$ 1,083,000	\$ 1,031,660	\$ —	\$ —	\$ 51,340
2018/16H	\$ 1,069,500	\$ 955,409	\$ —	\$ 1,090	\$ 113,001
2019/16I	\$ 1,300,000	\$ 1,165,230	\$ —	\$ 134,770	2022 ATM
2020/12F	\$ 1,368,000	\$ 937,873	\$ 196,464	\$ 233,663	\$ —
2021/12F	\$ 1,420,000	\$ —	\$ 1,250,584	\$ 169,416	\$ —
Totals	\$ 6,995,500	\$ 4,805,575	\$ 1,447,048	\$ 538,939	\$ 203,938

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer					
Construction					
Equipment	\$ 1,536,000	\$ 1,585,000	\$ 1,575,000	\$ 1,465,000	\$ 1,520,000
Contingency					
Totals	\$ 1,536,000	\$ 1,585,000	\$ 1,575,000	\$ 1,465,000	\$ 1,520,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Sidewalk Improvements

Date: 09/17/2020

Program ID: 5018 **Department:** Department of Public Works

Revised: 11/23/21

Submitted by: John Zaccardi

Phone: 781-274-8357

Email: jzaccardi@lexingtonma.gov

Description of Capital Program:

FY2023 - \$800,000 - This request is to rebuild and/or repair existing sidewalks throughout town that are in poor condition. DPW in conjunction with various committees and other town departments will generate a list each year of the sidewalks most in need of repair/replacement.

There are four determining factors that dictate the repair of a sidewalk:

1. Is the sidewalk unsafe for travel due to trip hazards, defects, etc.?
2. Is the sidewalk within the Safe Routes to School Program?
3. Is the volume of pedestrian traffic heavy, light or average?
4. Is the general condition of the sidewalk poor, fair or good which dictates treatments such as full reconstruction, overlay or patching?

All work will be ADA compliant. DPW currently reviews 30% of sidewalks annually. This information is to identify the work to be done. The current sidewalk condition index (SCI) is being developed.

Below is a list of sidewalks that will be considered in the 2021-2022 construction season.

- | | |
|--|------------------|
| • Lowell St. from Woburn St. to Fulton Rd. (East side) | 1,900 LF Asphalt |
| • Heritage Dr. | 1,665 LF Asphalt |
| • Partridge Rd. | 2,550 LF Asphalt |
| • Gould Rd. from Dewey to Turning Mill Rd. | 525 LF Asphalt |
| • South Rindge Ave. | 1,100 LF Asphalt |
| • Bow St. | 500 LF Asphalt |
| • Waltham St. from Park Dr. to Worthen Rd. (West side) | 1,670 LF Asphalt |
| • Village Circle | 675 LF Asphalt |
| • Sanderson Rd. | 3,335 LF Asphalt |
| • Bryant Rd. | 1,800 LF Asphalt |
| • Orchard Lane | 940 LF Asphalt |
| • Demar Rd. from Turning Mill to #26 | 500 LF Asphalt |
| • Dewey Rd. from Grove St. to Gould Rd. | 1,730 LF Asphalt |
| • Royal Circle | 800 LF Asphalt |
| • Reconstruction of Ramps, Townwide | |

Goals of Capital Program:

Improvements to existing sidewalks will support and enhance pedestrian safety and the Safe Routes to School Program, and will diminish liability for injuries to pedestrians. This also includes making handicapped ramps ADA compliant. The additional request is due to the magnitude of repairs that are needed to improve the condition of the towns overall sidewalk condition.

Impact if Not Maintained:

Current sidewalks in Town have and will deteriorate/fail if not given the proper funding for repair.

Major Spending over Past 5 Years:

\$600,000 in FY2016, and \$800,000 per year from FY2017 through FY2021

Work Recently Completed:

- East St. from Lowell St. to Grant St.
- Lowell St. Both sides from Woburn St. to Maple St
- Ingleside Rd.
- Abernathy Rd.
- Carnegie Place
- Highland Ave. from Slocum Rd. to Bloomfield St.
- Crosby Rd.
- Worthen Rd. from Waltham St. to Kendall Rd.

Planned Spending for Next 5 Years:

\$800,000 per year

Basis for Cost Projections:

The costs are based on detailed engineering estimates from BETA Engineering Group sidewalk inventory & assessment August 2020.

Stakeholders: Lexington residents

Operating Budget Impact:

This program impacts the operating budget by saving staff time and money. DPW employees would spend less time repairing old and aging sidewalks. It would also improve the DPW's ability to clear snow from sidewalks during the winter season, minimizing damage to equipment and abutting property. Sidewalk Snow Removal damage claims should be reduced.

Funding Source: Cash Capital, Bonding

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2017/12H	\$ 800,000	\$ 799,000	\$ 1,000	\$ —	\$ —
2018/16G	\$ 800,000	\$ 800,000	\$ —	\$ —	\$ —
2019/16G	\$ 800,000	\$ 798,896	\$ 1,504	\$ (400)	\$ —
2020/12E	\$ 800,000	\$ 697,788	\$ 102,212	\$ —	\$ —
2021/12E	\$ 800,000	\$ 279	\$ 667,921	\$ 131,800	\$ —
Totals	\$ 4,000,000	\$ 3,095,963	\$ 772,637	\$ 131,400	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer					
Construction	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Equipment					
Contingency					
Totals	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Townwide Signalization Improvements

Date: 9-21-20

Program ID: 5019 **Department:** Department of Public Works

Revised: 11-19-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Capital Program:

FY2023 - \$125,000 - This is an annual request for funds to update traffic and pedestrian signals in Lexington. A signal inventory and compliance study had been completed in 2011. The study includes ADA compliance, condition assessment; signal timing, delays, and prioritization recommendations.

Funding is anticipated to be used for the improvements at either the intersection of Lowell at East Street or Lowell at North Street. These intersections will be evaluated to provide an estimate of the level of needs and the funding needed for the improvements. There is present funding that will also be applied to efforts at these locations.

Goals of Capital Program:

There are numerous signalized intersections throughout town and many of them are older with outdated and sometimes failing equipment, limited ADA accessibility and substandard accommodations, and signals that are not energy efficient. The improvements of these will prevent equipment failure, improve traffic flow, decrease energy consumption, and allow for proper accessibility.

Impact if Not Maintained:

The aging infrastructure will fail at an increasing rate, proper access will not be available to all users, Opticom will not be available at all locations for fire services, current standards will not be met and unnecessary energy consumption will continue.

Major Spending over Past 5 Years:

The design of the Mass Ave./Worthen Road has been completed and it is well into construction. The design and construction of the Concord Ave./Waltham Street intersection has been completed.

Work Currently Underway:

The intersection of Massachusetts Avenue and Worthen Road is currently under construction. The geometric work, sidewalk installation and underground work has been completed. The installation of the mast arms and signal heads has also been completed. Temporary pavement markings will be placed while we await the pole relocations, once pole relocations are complete the final course of asphalt will be placed and final pavement markings to complete the project. This work will provide through and turning lanes, protected left-turns, Opticom, intelligent signals and fully ADA compliant crossings.

Planned Spending for Next 5 Years:

Future spending is anticipated at the Lowell Street intersections with North Street and with East Street.

Basis for Cost Projections:

Cost projections are based on the inventory performed by a consultant engineer as well as recent work performed at signalized intersections throughout Lexington.

Stakeholders: All travelling public in Lexington including, pedestrians, cyclists, and vehicles.

Operating Budget Impact:

Reduce the emergency calls for failed signal equipment.

Funding Source: Cash Capital, Bonding

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2013/10P	\$ 125,000	\$ 124,292	\$ 708	\$ —	\$ —
2015/11G	\$ 125,000	\$ 119,163	\$ 5,837	\$ —	\$ —
2016/10J	\$ 125,000	\$ 121,531	\$ 3,469	\$ —	\$ —
2017/12K	\$ 125,000	\$ 34,469	\$ 10,531	\$ 80,000	\$ —
2018/16I	\$ 1,100,000	\$ 713,306	\$ 386,694	\$ —	\$ —
2019/16J	\$ 125,000	\$ 121,099	\$ 3,901	\$ —	\$ —
2020/12G	\$ 125,000	\$ —	\$ —	\$ 125,000	\$ —
Totals	\$ 1,850,000	\$ 1,233,860	\$ 411,140	\$ 205,000	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 12,500	\$ 50,000	\$ 5,000	\$ —	\$ —
Construction	\$ 112,500		\$ 50,000	\$ —	\$ —
Equipment					
Contingency					
Totals	\$ 125,000	\$ 50,000	\$ 55,000	\$ —	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Street Improvements

Date: 9-15-2020

Program ID: 5022 **Department:** Department of Public Works

Revised: 11-19-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Capital Program:

FY2023 - \$3,651,998 - This is an annual request for the street improvement program. It is comprised of \$2,669,767 of Town funds and \$982,231 of Chapter 90 funds. (Chapter 90 funding is based on Lexington's most recent allocation and on the current state allocation of \$200 million statewide). Funds will be used for design, inspections, planning, repair, patching, crack sealing and construction of roadways and roadway related infrastructure including repair and installation of sidewalks. A preliminary list of the streets to be repaired under this article is currently under development. Possible candidates for construction in 2022 include Pleasant Street, Rindge Ave, Allen Street and Conestoga Road. A pavement management system is utilized to assist in analyzing the road network and selecting roadways for repairs. This model is kept updated on a regular basis and the overall goal has been to get the town Roadway Surface Rating (RSR) into the mid-80s. Current conditions have our RSR in the mid-80s and trending upward. The success of our pavement preservation treatments is helping to stretch the current expenditures further than traditional methods. These alternative pavement preservation treatments include double micro surfacing, fog seal, cape seal, and cold-in-place recycling. In 2020 we were awarded the James B. Sorenson award for excellence in Pavement Preservation which is awarded to one entity nationwide each year.

Goals of Capital Program:

This funding will allow for the proper improvements and repair of Lexington's streets and sidewalks, increasing their quality and safety and maintaining and/or improving overall RSR

Impact if Not Maintained:

Lexington streets will deteriorate, increasing the possibility of safety issues and poor rideability.

Major Spending over Past 5 Years:

A map of the work over the past 5 years will be attached.

Work Currently Underway:

A map of this year's road work will be attached

Planned Spending for Next 5 Years:

We will continue to follow our pavement management roadway selection approach which includes the preservation of roadway that are higher on the deterioration curve and rehabilitation of roadways low on the curve as well as all of those in between. This methodology has been very successful in improving our network RSR and has been nationally recognized this year with the honor of the prestigious James B. Sorenson award that is awarded annually to one agency in the nation.

Basis for Cost Projections:

These costs are based on recent bids in Lexington that include contract #18-75, #20-01 and #21-40

Stakeholders: Lexington residents, anyone who travels Lexington streets.

Operating Budget Impact: Administrative oversight.

Funding Source: Cash Capital, State Aid

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2015/11I	\$ 2,270,145	\$ 2,266,490	\$ 3,655	\$ —	\$ —
2016/10C	\$ 2,526,835	\$ 2,516,649	\$ 10,186	\$ —	\$ —
2017/12D	\$ 2,542,927	\$ 2,538,618	\$ 4,310	\$ —	\$ —
2018/16K	\$ 2,600,000	\$ 2,148,744	\$ 451,256	\$ —	\$ —
2019/16K	\$ 2,616,801	\$ 2,005,719	\$ 611,082	\$ —	\$ —
2020/12H	\$ 2,634,022	\$ 1,438,180	\$ 634,425	\$ 561,416	\$ —
2021/12H	\$ 2,651,674	\$ —	\$ —	\$ 2,651,674	\$ —
Totals	\$ 17,842,404	\$ 12,914,400	\$ 1,714,914	\$ 3,213,090	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Construction	\$ 2,569,767	\$ 2,588,312	\$ 2,607,321	\$ 2,626,806	\$ 2,646,777
Equipment					
Contingency					
Totals	\$ 2,669,767	\$ 2,688,312	\$ 2,707,321	\$ 2,726,806	\$ 2,746,777
Chapter 90	\$ 982,231	TBD	TBD	TBD	TBD
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Townwide Culvert Replacement

Date: 9-22-2020

Program ID: 5014 **Department:** Department of Public Works

Revised: 11-19-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Capital Program:

FY2023 - \$390,000. We have completed our townwide culvert asset management plan and for now we will continue with a consistent annual request. This may ramp up as we work our way through the plan. This plan identifies the location, condition and criticality of all of the town owned culverts. The replacement program is a companion effort with the ongoing Watershed Management Plan; however, the Culvert Asset Management plan will be the leading document guiding the budgeting and replacement of culverts in town. The backup provided is from the watershed plans and is an overview of the future projects. Additional backup from the Culvert Asset Management plan will be provided once available. Please note that there is some overlap with project ID 5021 (Comprehensive Stormwater Management) as some of these projects include culvert work as well as stream management work.

Goals of Capital Program:

Proactive replacement of townwide culverts prior to catastrophic failure will allow for proper design considerations and funding and will also minimize the impact to residents through unexpected road closures and possible flooding.

Impact if Not Maintained:

If this work is not completed the deterioration of the pipes will continue and eventually result in large scale failure. This may result in closure of the roadway and flooding.

Major Spending over Past 5 Years:

Replacement of a culvert on Concord Ave at Hardy's Pond Brook.. Significant design work including hydraulic analysis has been performed for the Oxbow/ Constitution Road area as well as the Valleyfield area. The design of both of these projects has been completed.

Work Currently Underway:

Constitution Road phase 1 is under construction. The Valleyfield / Waltham Street work will be bid this fall. The townwide Culvert asset management plan (CMP) is complete after detailed inspections were performed on all of the known town-owned culverts.

Planned Spending for Next 5 Years:

Culvert replacements throughout town as prioritized in the CMP. Replacement of the Waltham Street Culvert and the Constitution Road culvert.

Basis for Cost Projections:

The costs are based on detailed engineering estimates based on projects of similar type and scale.

Stakeholders: Lexington roadway users as well as abutters that are regularly flooded.

Operating Budget Impact:

Administrative oversight and maintenance

Funding Source: Cash Capital, Bonding, Other

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2013/10J	\$ 390,000	\$ 382,000	\$ 8,000	\$ —	\$ —
2015/11F	\$ 100,000	\$ 96,721	\$ —	\$ 3,279	\$ —
2016/10I	\$ 390,000	\$ 374,604	\$ 15,396	\$ —	\$ —
2017/12J	\$ 390,000	\$ 43,812	\$ 273,135	\$ 73,052	\$ —
2018/16D	\$ 390,000	\$ 52,500	\$ 22,500	\$ 315,000	\$ —
2019/16D	\$ 390,000	\$ —	\$ —	\$ 390,000	\$ —
2021/16C	\$ 390,000	\$ —	\$ —	\$ 390,000	\$ —
Totals	\$ 2,440,000	\$ 949,637	\$ 319,031	\$ 1,171,331	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Construction	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Equipment					
Contingency	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Totals	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Storm Drainage Improvements and NPDES Compliance

Date: 9-23-20

Program ID: 5020 **Department:** Department of Public Works

Revised: 11-19-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Capital Program:

FY2023 - \$570,000 - This is an annual request. \$300,000 is estimated for the compliance with the construction related portions of the National Pollutant Discharge and Elimination System (NPDES) minimum control measures as mandated by EPA in the storm water general permit. The EPA NPDES permit requires the town to comply with additional requirements which include illicit discharge detection and elimination (IDDE), best management practices (BMP), installation and retrofits, and phosphorus control. An estimated \$270,000 will be used to repair/replace drainage structures encountered during the road resurfacing program, repair other drainage areas of concern in town and improve Stormwater issues discovered during the NPDES investigation work. This request will provide funds to restore the function of select town drainage systems. Much of the town has been developed and old systems are inadequate. There are many trouble spots and areas of drainage concern throughout town. Illicit Discharge detection has been ongoing townwide, and illicit discharges continue to be found and removed from the system, with the current total removals at 12. The intern program that includes significant work with the University of Massachusetts at Lowell has provided great value to the town in searching for outfalls and illicit discharges. Future year adjustments to the funding requests are possible as we navigate through the permit years and develop a better understanding of the level of effort and cost to comply.

Goals of Capital Program:

These funds will be used to replace and supplement existing drainage structures. History has shown that most roadway related construction activity undertaken uncovers drainage structures that are in need of repair. There have also been several flooding situations that have been exacerbated through high-intensity storm events. Additionally, the funds will be used for continued compliance with the EPA phase II regulations. This will have the benefit of improving the water quality in Lexington's streams and ponds as well as the proper control of Stormwater.

Impact if Not Maintained:

Drainage structures will continue to deteriorate. System failures will cause street flooding and property damage. Failure to comply with the phase II requirements may result in fines and limit our ability to improve water quality in our brooks and streams.

Major Spending over Past 5 Years:

Areas where work has been completed over the last several years include Barberry Road, Worthen Road East, John Poulter Road, Munroe Road, Paul Revere Road, Diana Lane, Grant Street at York, Tyler Road and Oak Street. In addition to miscellaneous improvements throughout the paving program and continued IDDE throughout town.

Work Currently Underway:

Current Drainage improvement are being performed throughout the Oakland Street neighborhood. The IDDE has continued with four summer interns and work is underway on the design of numerous BMPs as well as drainage improvements in other areas of town. Much of this design is being performed in-house to minimize strain on the budget and grants have been received to assist with some of the costs. The grant was a Coastal Zone Management grant in cooperation with Arlington and resulted in the installation of 22 BMPs.

Planned Spending for Next 5 Years:

Future spending will include drainage improvements within the town paving program as well as improvements in other areas in town. Work on the IDDE program will continue and removals of illicit discharges will be made as they are found. BMP installation and retrofits will continue throughout the town..

Basis for Cost Projections:

Cost are based on similar contracted work that the Engineering Division has performed over the last several years.

Stakeholders: Lexington Residents.

Operating Budget Impact:

Preemptive repair of existing drainage structures will reduce damage to the structures themselves, to existing pavement and to public and private property. It will also reduce the manpower time and materials needed by DPW to respond to emergency needs and complaints.

Funding Source: Cash Capital, Bonding, Other

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2013/10K	\$ 340,000	\$ 297,941	\$ 42,059	\$ —	\$ —
2014/10D	\$ 340,000	\$ 322,466	\$ 17,792	\$ (258)	\$ —
2015/11C	\$ 340,000	\$ 340,000	\$ —	\$ —	\$ —
2016/10D	\$ 340,000	\$ 336,792	\$ 3,208	\$ —	\$ —
2017/12E	\$ 340,000	\$ 285,182	\$ 54,818	\$ —	\$ —
2018/16B	\$ 340,000	\$ 261,548	\$ 78,452	\$ —	\$ —
2019/16B	\$ 385,000	\$ 361,617	\$ 23,383	\$ —	\$ —
2020/12D	\$ 385,000	\$ 55,402	\$ 161,359	\$ 168,239	\$ —
2021/12F	\$ 385,000	\$ —	\$ —	\$ 385,000	\$ —
Totals	\$ 2,810,000	\$ 2,260,948	\$ 381,071	\$ 167,981	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Construction	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000
Equipment					
Contingency					
Totals	\$ 570,000	\$ 570,000	\$ 570,000	\$ 570,000	\$ 570,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Comprehensive Watershed Stormwater Management

Date: 9-23-20

Program ID: 5021 **Department:** Department of Public Works

Revised: 9-17-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Capital Program:

FY2023 - \$390,000. This is an annual request. DPW, Engineering and Conservation continue to collaborate on addressing drainage/brook management issues. The Charles River, Shawsheen River, and Mystic River watershed management plans have all been completed. This request is for the continuing design/implementation of the watershed plans and for the construction of priorities established in the watershed plans. Staff have reviewed the three watershed plans and developed a likely prioritization schedule with built-in flexibility pending unforeseen changes. The requested funding will be used to move forward with the determined prioritized areas. Please note that there is some overlap with project ID 5014 (Townwide Culvert Replacement) as some of these projects include culvert work as well as stream management work.

Goals of Capital Program:

Sediment has built up in the brooks and wetlands and in turn has caused a reduction in the volume of water that can be handled by our drainage system. In some cases the drain system outlets into the brooks have been completely filled with sediment. Additionally, there are streams and brooks in need of restoration, undersized drainage systems and piped brooks that need attention and may be best served by day lighting or upsizing. Long-term benefits include the reduction/prevention of damage to property and reduction in liability and overall improvement to the health of our waterways.

Impact if Not Maintained:

The risk of flooding due to poor drainage will increase and cause private property damage, town infrastructure damage, and street flooding.

Major Spending over Past 5 Years:

Pleasant Street drainage and Whipple Hill daylighting are significant projects that have been completed over the last 5 years. Additionally design work and hydraulic analysis for the Oxbow/Constitution Road area and the Valleyfield/Waltham Street Area phase 1 has been completed. There is also culvert design work in these areas as described in program ID 5014.

Work Currently Underway:

Oxbow/Constitution phase 1 is under construction. Valleyfield/Waltham Street phase 1 will be bid this fall.

Planned Spending for Next 5 Years:

Significant improvements to be made in the Valleyfield area as well as the Constitution/Oxbow Road area. These are both phase 1 of multi-phase improvements.

Basis for Cost Projections:

The costs are based on detailed engineering estimates based on projects of similar type and scale.

Stakeholders: Lexington residents and Town infrastructure, the environment and public health.

Operating Budget Impact:

This program will impact the operating budget by addressing flooding issues in a more complete process and save time and future expenses.

Funding Source: Cash Capital, Bonding, Other

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2013/10O	\$ 390,000	\$ 390,000	\$ —	\$ —	\$ —
2014/10F	\$ 390,000	\$ 390,000	\$ —	\$ —	\$ —
2015/11D	\$ 390,000	\$ 389,000	\$ —	\$ 1,000	\$ —
2016/10F	\$ 390,000	\$ 358,130	\$ 31,870	\$ —	\$ —
2017/12G	\$ 390,000	\$ 323,006	\$ 66,994	\$ —	\$ —
2018/16C	\$ 390,000	\$ —	\$ 226,145	\$ 163,855	\$ —
2019/16C	\$ 390,000	\$ —	\$ —	\$ 390,000	\$ —
2021/12G	\$ 390,000	\$ —	\$ —	\$ 390,000	\$ —
Totals	\$ 3,120,000	\$ 1,850,136	\$ 325,009	\$ 944,855	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Construction	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000
Equipment					
Contingency					
Totals	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —

Town of Lexington, Massachusetts



Fiscal Year 2023

**Department of Public Works
Capital Project Submission**



Department of Public Works

FY2023-27 Capital Project Summary

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
DPW-23-1	Battle Green Streetscape Improvements	\$ 4,975,000	\$ —	\$ —	\$ —	\$ —	Cash Capital, Bonding
DPW-23-2	Hartwell Ave. Compost Site Improvements	\$ —	\$ —	\$ 200,000	\$ —	\$ —	Compost Fund
DPW-23-3	Municipal Parking Lot Improvements	\$ 60,000	\$ 460,000	\$ —	\$ —	\$ —	Cash Capital, Bonding, Parking Fund
DPW-23-4	Public Parking Lot Improvement Program	\$ 100,000	\$ 663,000	\$ 619,000	\$ —	\$ —	Cash Capital, Bonding, Parking Fund
DPW-23-5	New Sidewalk Installations	\$ 75,000	\$ 865,000	\$ 250,000	\$ —	\$ 3,000,000	Cash Capital, Bonding
DPW-23-6	Bedford St. and Hartwell Ave. Long-Range Transportation Improvements	\$ —	\$ 1,580,000	\$ —	\$ —	\$ —	Cash Capital, Bonding, State Aid, Other
DPW-23-7	Street Acceptance	\$ —	\$ —	\$ —	\$ —	\$ —	Other
DPW-23-8	Public Grounds Irrigation Improvements	\$ —	\$ 120,000	\$ —	\$ —	\$ —	Cash Capital, CPA
DPW-23-9	Cemetery Columbarium	\$ —	\$ —	\$ 450,000	\$ —	\$ —	Cash Capital, Bonding
Total DPW Capital Projects		\$ 5,210,000	\$ 3,688,000	\$ 1,519,000	\$ —	\$ 3,000,000	



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Battle Green Streetscape Improvements

Date: 9-21-20

Project ID: DPW-23-1 **Department:** Department of Public Works

Revised: 11-19-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Project:

FY2023 - \$4,975,000. Funds for a study of the Battle Green area were approved in FY2013. The study looked at the pedestrian and vehicular safety and flow in and around the Battle Green, ways to enhance the access and visibility of the historical sites and how it relates to the overall Center Streetscape Project. A conceptual plan has been developed and there will be further revision after some additional necessary evaluation and public process. Funds were approved in FY2016 (\$200,000) to hire an architect/engineering firm to take the conceptual ideas to a 100% design which will provide us with a plan and cost estimates for any recommended improvements to the area. This designer is under contract to further the design. An additional \$100,000 is being requested to finalize the design which currently includes a preferred roundabout alternative. The FY2023 request includes the funds to finalize the design as well as construction and construction administration funding. The funding is being requested for this Town Meeting to allow for the work to be completed in advance of the 250th anniversary of the Battle of Lexington. This program differs from Project ID #672 (funded in 2021) which addresses the on-site components of the Battle Green area.

Justification/Benefit:

The Battle Green area is an important and highly valued historic area. It is a high use area with many visitors and events occurring each year. Better access, pedestrian and vehicular flow and visibility to the historic sites and monuments is needed to enhance the visitor experience, aid in preservation and improve visitor safety.

Impact if Not Completed:

An opportunity to improve upon a valuable asset for the Town will be lost and safety will remain a high concern.

Timeframe: 2023-2024

Replacement Frequency:

This is an update to existing town infrastructure that includes roadway and sidewalks and will be part of our ongoing asset management plan.

Basis for Cost Projections: Estimate based on the current design which includes roadway and sidewalk improvements as well as a roundabout at the Bedford Street / Hancock Street / Harrington Road intersection. Roundabout construction and construction staging adds to the previously projected costs. Additionally cost of construction and construction materials has risen since the previous estimate.

Stakeholders: All Town Departments, residents, visitors, tourism, economic development and historical society.

Operating Budget Impact: None at this time.

Funding Source: Cash Capital, Bonding

Prior Authorizations:

Town Meeting	Description	Authorized	Expended*	Encumbered*	Remaining*	Returned
2014/8E	Battle Green Streetscape Improvements	\$ 90,000	\$ 90,000	\$ —	\$ —	\$ —
2015/8E	Battle Green Streetscape Improvements	\$ 200,000	\$ 7,688	\$ 185,899	\$ 6,413	\$ —
Totals		\$ 290,000	\$ 97,688	\$ 185,899	\$ 6,413	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer	\$ 100,000				
Project Management	\$ 500,000				
Construction	\$ 4,125,000				
Equipment					
Contingency	\$ 250,000				
Totals	\$ 4,975,000	\$ —	\$ —	\$ —	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Hartwell Ave. Compost Site Improvements

Date: 9/23/20

Project ID: DPW-23-2 **Department:** Department of Public Works

Revised: 9/24/21

Submitted by: Robert Beaudoin

Phone: 781-274-8334

Email: rbeaudoin@lexingtonma.gov

Description of Project:

FY2023 - No funding request. The FY2025 funding request is for \$200,000 for the installation of a materials measuring system capable of calculating material coming in and out of the compost site.

Justification/Benefit:

Now that the new office is complete and the new traffic flow pattern is in place staff would like to move forward with the installation of a materials measuring system. This will help staff to more accurately account for materials that go in and out of the facility and to provide opportunities to capture additional revenue.

Impact if Not Completed:

Continued lost opportunity for revenue and less accurate materials tracking.

Timeframe: FY2025 construction season.

Replacement Frequency:

Basis for Cost Projections: Based on similar projects in other communities.

Stakeholders: Residents, commercial vendors, all Town Departments.

Operating Budget Impact:

Funding Source: Compost Fund

Prior Authorizations:

Town Meeting	Description	Authorized	Expended	Encumbered	Remaining	Returned
2017/12N	Compost Site Improvements	\$ 200,000	\$ 199,802	\$ —	\$ —	\$ 198
Totals		\$ 200,000	\$ 199,802	\$ —	\$ —	\$ 198

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer					
Project Management					
Construction			\$ 200,000		
Equipment					
Contingency					
Totals	\$ —	\$ —	\$ 200,000	\$ —	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Municipal Parking Lot Improvements

Date: 9-17-21

Project ID: DPW-23-3 **Department:** Department of Public Works

Revised: 11-19-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Project:

FY2023 - \$60,000. The FY23 funding request is for the survey and design of the parking lot that extends from Fletcher Avenue on the most easterly side to the limits of the Town Office Building parcel on the most westerly side. The construction/reconstruction funding request is in FY24. It includes reconstruction of the existing asphalt parking areas as well as new construction and reconfiguration of parking in the area nearest the Hosmer House and Police Station. This will provide for improved flow through the parking area as well as the potential for additional parking spaces pending the impacts of the Police Station design and Hosmer house move. After discussions with the Department of Public Facilities it seems logical to have the design and construction of the parking lot coincide with the contract for the Police Station since that construction will significantly impact the existing parking lot.

Justification/Benefit:

Much of the parking lot is in disrepair and overdue for resurfacing/reconstruction. Additionally, with the changes to Hosmer House there is space that is now available that can provide for additional parking with a net increase in green space.

Impact if Not Completed:

Parking availability for the government parking will remain limited and in disrepair.

Timeframe: 2023-2026

Replacement Frequency:

This is an asset that falls under the town's asset management program. Once complete, with proper preservation the life can extend 20 to 30 years.

Basis for Cost Projections: Estimates are based on similar work performed under recent street improvement contracts. The funding requested is currently just a placeholder. This will be better defined as scope is defined.

Stakeholders: Employees, residents, and other customers to the municipal buildings.

Operating Budget Impact: None.

Funding Source: Cash Capital, Bonding, Parking Fund

Prior Authorizations: None.

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer	\$60,000				
Project Management		\$ 20,000			
Construction		\$ 400,000			
Equipment					
Contingency		\$ 40,000			
Totals	\$ 60,000	\$ 460,000	\$ —	\$ —	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Public Parking Lot Improvement Program

Date: 9-21-20

Project ID: DPW-23-4 **Department:** Department of Public Works

Revised: 11-19-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Project:

FY2023 - \$100,000. This fiscal year funding request is for the design of Public Parking lots located in downtown Lexington. Future funding will be applied to the reconstruction of these lots. Currently the funding request is broken down to allow for two lots to be designed and constructed at a time. These include the Depot lot, the lot between Edison Way and the Depot (CVS lot), the lot between Waltham Street and Muzzey Street (Michelson lot), and the library lot. These lots are currently in fair to poor condition with inefficient circulation and parking lot layout. This funding would allow for the redesign of these lots including improved efficiency, circulation and aesthetics. It includes reconstruction and reconfiguration of existing asphalt parking lots as well as curbing landscaping, line striping, and other related items. The first year funding is for survey and to work toward a conceptual plan development design (survey is already available for the CVS lot). More detail is needed in order to get solid estimates on the cost of construction. This project is a candidate to be funded with parking meter funds.

Justification/Benefit:

Much of these parking lots are in disrepair and overdue for reconstruction and reconfiguring.

Impact if Not Completed:

Public parking in downtown will remain in disrepair.

Timeframe: 2023-2026

Replacement Frequency: This is an asset that falls under the towns asset management program. Once complete, with proper preservation the life can extend 20 to 30 years.

Basis for Cost Projections: Cost projections are based on survey and design work that the town has had performed for similar size areas.

Stakeholders: Residents, tourists and other customers to the downtown area.

Operating Budget Impact: None.

Funding Source: Cash Capital, Bonding, Parking Fund

Prior Authorizations:

Town Meeting	Description	Authorized	Expended	Encumbered	Remaining	Returned
2021/12J	Parking Lot Design	\$ 100,000	\$ —	\$ 17,610	\$ 82,390	\$ —
Totals		\$ 100,000	\$ —	\$ 17,610	\$ 82,390	\$ —

**Data current as of November 23, 2021.*



Town of Lexington - FY2023-27 Capital Improvement Project

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer	\$ 100,000	\$ 113,000			
Project Management					
Construction		\$ 500,000	\$ 563,000		
Equipment					
Contingency		\$ 50,000	\$ 56,000		
Totals	\$ 100,000	\$ 663,000	\$ 619,000	\$ —	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: New Sidewalk Installations

Date: 9-21-20

Project ID: DPW-23-5 **Department:** Department of Public Works

Revised: 11-19-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Project:

FY2023 - \$75,000. This request is for funding to survey, design and install sidewalks in various locations throughout town. New sidewalk requests are submitted through the Transportation Safety Group (TSG) through resident petitions. Those requests are evaluated and prioritized by TSG and forwarded to Engineering for design and construction. The request covers numerous sidewalks over multiple years that are entered in this one capital request. The proposed sidewalks are Lincoln Street from Marrett Road to Middle Street (FY2022-funded), Cedar Street in its entirety (FY2024) and North Street/Burlington Street from Grove Street to Adams Street (FY2027).

Justification/Benefit:

Installation of a sidewalk would improve accessibility for residents that live on and around these roadways. Separating pedestrians from vehicles improves the overall safety for all users. Currently these roadways do not have sidewalks in these locations and are fairly narrow, making it difficult to walk along the roadway edge comfortably. These installations improve connectivity to existing sidewalk networks in the area.

Impact if Not Completed:

Maintaining existing conditions may deter residents from using the roadways for pedestrian use. Installing the sidewalk would support the Town's efforts towards creating complete streets which creates opportunities for alternative transportation modes that are safe and accessible for all users.

Timeframe: 2023-2027

Replacement Frequency: 25 years.

Basis for Cost Projections: The cost estimates are based on the cost of installing sidewalks that are similar in magnitude and difficulty which include locations such as Concord Avenue and Hill Street.

Stakeholders: Residents of the surrounding neighborhoods. Increasing sidewalk installation and connectivity also allows for more people to walk to destinations which may result in a reduction in vehicular use throughout town.

Operating Budget Impact: Adding these facilities will result in an impact to the operating budget as snow removal and long-term upkeep will be needed.

Funding Source: Cash Capital, Bonding

Prior Authorizations:

Town Meeting	Description	Authorized	Expended*	Encumbered*	Remaining*	Returned
2015 STM/4	Pelham Rd. Accessibility Study	\$ 150,000	\$ 108,660	\$ —	\$ 41,340	\$ —
2017/12W	Hill St. Design	\$ 150,000	\$ 55,184	\$ —	\$ 94,816	\$ —
2018/16J	Pelham Road and Sidewalks	\$ 1,400,000	\$ 982,846	\$ 243,358	\$ 173,796	\$ —
2019/16H	Hill St. Sidewalk Constr.	\$ 1,500,000	\$ 1,014,545	\$ 101,146	\$ 384,309	\$ —
2020/12I	New Sidewalks	\$ 280,000	\$ 12,236	\$ 200,000	\$ 67,764	\$ —
2021/12K	New Sidewalks	\$ 650,000	\$ 4,772	\$ 79,978	\$ 565,250	\$ —
Totals		\$ 4,130,000	\$ 2,178,243	\$ 624,482	\$ 1,327,275	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer	\$ 75,000		\$ 250,000		
Project Management					
Construction		\$ 750,000			\$ 2,500,000
Equipment					
Contingency		\$ 115,000			\$ 500,000
Totals	\$ 75,000	\$ 865,000	\$ 250,000	\$ —	\$ 3,000,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Improvements

Date: 9-21-20

Project ID: DPW-23-6 **Department:** Department of Public Works

Revised: 11-19-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Project:

FY2023 - no funding requested. The previous request of \$1.5 million provided funds for the 25% design related to a future capital project for improvements to Route 4/225 (Bedford Street/Hartwell Avenue), including the "jug-handle" intersection; the 25% design is critical to keeping Lexington's place for this project on the state's Long Range Transportation Plan (LRTP). The limits of work along Bedford Street are approximately from the Route 95 bridge to the Bedford Town Line, along Hartwell from Bedford Street to the end (exception of improvements in progress currently), and miscellaneous improvements along Wood Street. Focus is on improving safety, accessibility for all users (all modes of transportation), and improving the overall flow of the corridor. It is anticipated that additional design funding will be requested at a future town meeting to get through the 100% design and the intent is to get state funding for the construction through the LRTP which is a competitive process.

Justification/Benefit:

The Boston Region Metropolitan Planning Organization (MPO) "Destination 2040", the Long-Range Transportation Plan (LRTP) includes the Route 4/225 (Bedford Street) and Hartwell Avenue (Lexington) Major Infrastructure Project as a recommended project for the Federal Fiscal Year (FFY) 2030-2034 time band and it carries an estimated cost of approximately \$48,000,000, subject to change based on design. Since the Bedford Street/Hartwell Project won't be at a 25% design stage by next winter, it will miss the approved FFY2021-2025 time band for MPO Transportation Improvement Program (TIP) funding. The new 2025-2029 time band is fiscally constrained, and there will be competition from more projects than can be funded. The Boston MPO members will be looking to see if the Town intends to move this project forward before voting to move it into the new LRTP.

Massachusetts Department of Transportation (MassDOT) staff provided feedback to Lexington staff in 2019, indicating a design approach that they would be open to considering. This is an important and a positive step, since prior town design approaches had met with disfavor by MassDOT.

Impact if Not Completed:

Without design commitment, the State will not keep this project on the Long Range transportation Plan; therefore, Lexington would forfeit the possibility of Federal funding of a major share of the construction costs. Both the Hartwell Avenue re-zoning initiative and the \$50,000 2018 Town Meeting authorization to update the Transportation Management Overlay District (TMOD) Plan underscore the need for pursuing the 25% design to stay on the path for Federal construction funds. The possibility for creating pedestrian and bicycle connections, and the possibility of future zoning code well for ranking highly with the MPO to advance in the state TIP planning process. These improvements are also important for the safety of emergency egress from Hanscom AFB and Lincoln Labs. The Bedford Street/Hartwell Ave. Project scored highly for the current LRTP, tied for second with two other projects out of 39 projects.

Timeframe: FY2030-2034, with the possibility of moving to 2024-2029.

Replacement Frequency:

This is an asset that falls under the town's asset management program and the assets within that corridor have various replacement frequencies and will be managed to extend the useful life to the degree practicable.

Basis for Cost Projections: The 25% design costs were based on detailed discussion with design consultants that are familiar with MassDOT LRTP projects. The future cost are placeholder approximations that will be adjusted as design progresses and more detail is available.

Stakeholders: Lexington, Bedford, Hanscom Air Force Base residents and employees, pedestrians, cyclists, commercial property owners, tenants, employees and patrons of Hanscom Field, Hartwell Avenue and Bedford Street, and the region and the Massachusetts life sciences economy.

Operating Budget Impact: None at this time.

Funding Source: Cash Capital, Bonding, State Aid, Other

Prior Authorizations:

Town Meeting	Description	Authorized	Expended*	Encumbered*	Remaining*	Returned
2013/10Q	Hartwell Ave. Infrastructure Improvements	\$ 600,000	\$ 597,337	\$ 2,663	\$ —	\$ —
2015/11H	Hartwell Ave. Infrastructure Improvements	\$ 4,750,000	\$ 425,721	\$ 81,877	\$ 4,242,402	\$ —
2017/12L	Hartwell Ave. Infrastructure Improvements - Supplemental	\$ 2,185,000	\$ —	\$ —	\$ 2,185,000	\$ —
2019 STM/8	Hartwell Ave. Infrastructure Design	\$ 1,500,000	\$ 287,295	\$ 1,212,652	\$ 53	\$ —
Totals		\$ 9,035,000	\$ 1,310,353	\$ 1,297,192	\$ 6,427,455	\$ —

**Data current as of November 23, 2021. The 2013-2017 authorizations were for work on Hartwell Ave. that has been put on hold until decisions are finalized about redesign for the corridor.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition	\$	200,000			
Design/Engineer	\$	1,200,000			
Project Management					
Construction					
Equipment					
Contingency	\$	180,000			
Totals	\$ —	\$ 1,580,000	\$ —	\$ —	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Street Acceptance

Date: 9-21-20

Project ID: DPW-23-7 **Department:** Department of Public Works

Revised: 9-17-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Project:

FY2023 - \$0. No requests have been submitted at this time for betterments.

Justification/Benefit:

The length of the town roadways is part of a formula used by the state to determine total Chapter 90 allotments and the addition of this road to the mileage will result in a small increase to the yearly funding received. Additionally an improved roadway will be provided to the abutting residents and improve the ability for the town to provide emergency services and snow removal.

Impact if Not Completed:

The town does minor maintenance to ensure the properties are accessible by emergency vehicles and plowing equipment. The time and cost for maintenance of this road will be effectively eliminated for 4-5 years and greatly reduced thereafter.

Timeframe:

TBD.

Replacement Frequency:

This is an asset that would fall under the town's asset management program. Once complete, with proper preservation the life can extend 20 to 30 years or more.

Basis for Cost Projections: No cost

Stakeholders: Town residents, abutters, and public service providers.

Operating Budget Impact: These roadways will become part of the town network for maintenance.

Funding Source: Other

Prior Authorizations:

Town Meeting	Description	Authorized	Expended*	Encumbered*	Remaining*	Returned
2017/20	Harbell Street	\$ 147,000	\$ 78,184	\$ —	\$ —	\$ 68,816
	Totals	\$ 147,000	\$ 78,184	\$ —	\$ —	\$ 68,816

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer					
Construction					
Contingency					
Totals	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Public Grounds Irrigation Improvements

Date: 9/23/20

Project ID: DPW-23-8 **Department:** Department of Public Works

Revised: 11/23/21

Submitted by: Christopher Filadoro

Phone: 781-274-8355

Email: cfiladoro@lexingtonma.gov

Description of Project:

FY2023 - No funding request. The FY2024 funding request is for \$200,000 (\$120,000 tax levy and \$80,000 CPA). The updates to the systems will implement new technology and allow the irrigation to be more targeted on the turf areas and will result in less water usage. Items will include valves, irrigation heads, controllers, and water lines. Public Grounds areas include the Battle Green, Hastings Park, Emery Park, Cary Hall, Town Hall Complex, etc.

Justification/Benefit:

Water is essential for turf to grow, recover and thrive. It is especially important for seed establishment and aesthetics. This system will allow us to conserve water while continuing to provide aesthetically pleasing turf areas.

Impact if Not Completed:

Lack of proper irrigation will lead to deteriorating turf which will lead to higher maintenance costs and to unsightly appearances and also lead to increased water usage.

Timeframe: FY2024 construction season

Replacement Frequency:

Basis for Cost Projections: Estimate was reviewed by Smart Water Management and is accurate for FY2024.

Stakeholders: Residents, Non-Residents, Town Staff

Operating Budget Impact: Reduced staff time for turf maintenance, and reduced costs for water usage.

Funding Source: Cash Capital, CPA

Prior Authorizations:

Town Meeting	Description	Authorized	Expended*	Encumbered*	Remaining*	Returned
2018/10E	Public Grounds Irrigation Improvements	\$ 100,000	\$ —	\$ —	\$ 100,000	\$ —
Totals		\$ 100,000	\$ —	\$ —	\$ 100,000	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer					
Project Management					
Construction		\$ 200,000			
Equipment					
Contingency					
Totals	\$ —	\$ 200,000	\$ —	\$ —	\$ —
CPA Amount	\$ —	\$ 80,000	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Cemetery Columbarium

Date: 9/23/20

Project ID: DPW-23-9 **Department:** Department of Public Works

Revised: 11/18/21

Submitted by: David Pinsonneault **Phone:** 781-274-8314 **Email:** dpinsonneault@lexingtonma.gov

Description of Project:

FY2023 - No funding request. The FY2025 funding request is for \$450,000 to be used to design and construct a columbarium (a structure with niches to store funeral urns with cremated remains) at Westview Cemetery.

Justification/Benefit:

Due to the rising number of cremations, an option for interring urns has been requested. Currently urns are interred in traditional burial plots. Construction of a columbarium will provide an option for urns while freeing up traditional burial plots for regular body burials. This will provide a more efficient use of space and meet the needs of those choosing cremation.

Impact if Not Completed:

If not constructed then urns will be buried in regular plots according to the existing rules at Westview Cemetery.

Timeframe: Construct in Spring 2024.

Replacement Frequency:

Basis for Cost Projections: Cost estimate obtained from research by the Ad-Hoc Crematory Study Committee.

Stakeholders: Lexington residents.

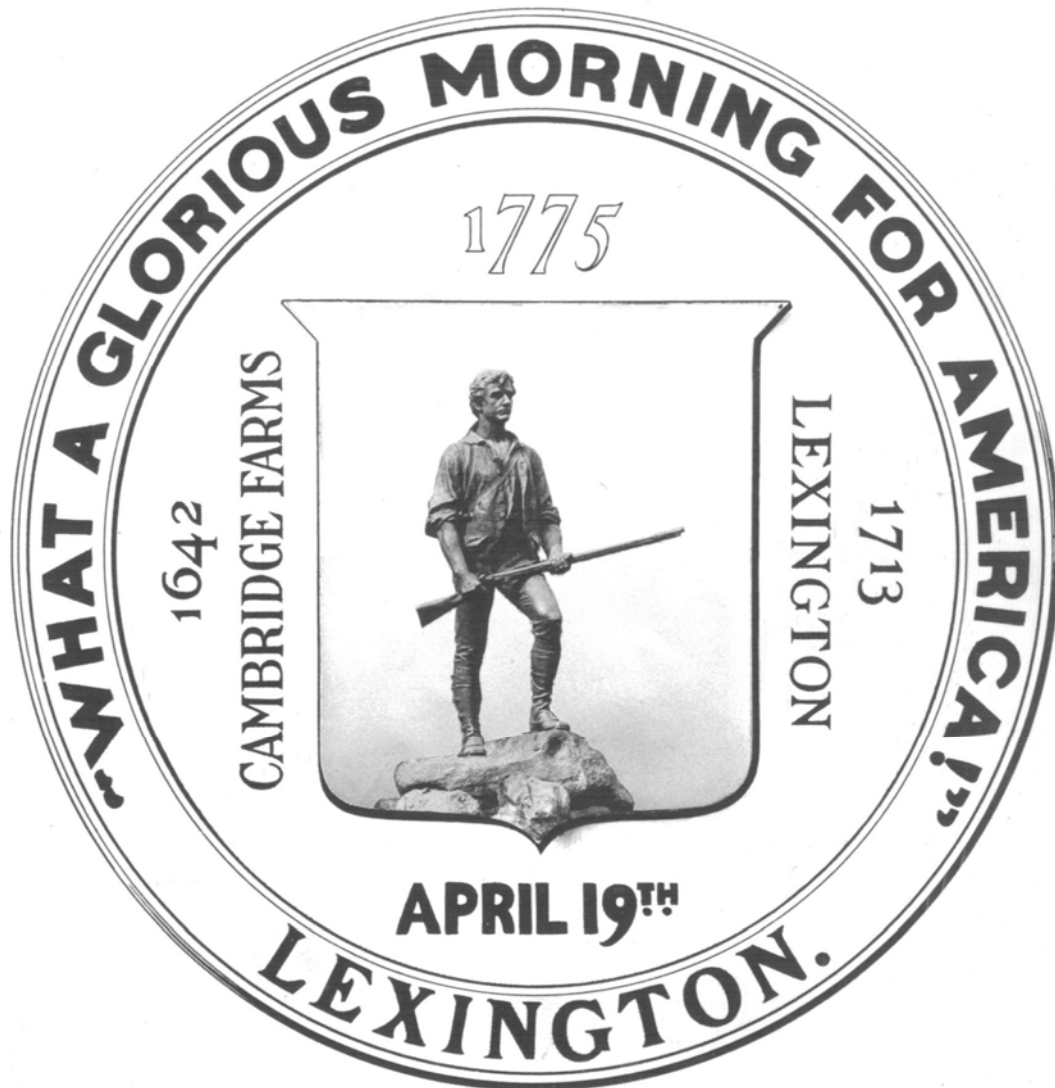
Operating Budget Impact: Minor impact.

Funding Source: Cash Capital, Bonding

Prior Authorizations: None.

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition					
Design/Engineer			\$ 30,000		
Project Management					
Construction			\$ 380,000		
Equipment					
Contingency			\$ 40,000		
Totals	\$ —	\$ —	\$ 450,000	\$ —	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Department of Public Works
Water and Sewer Enterprise Funds
Requested Budget
Fiscal Year 2023

Submitted by:
David Pinsonneault, Director of Public Works

Select Board Presentation
December 1, 2021



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3600 Water Enterprise

Mission: The Water/Sewer Division strives to enhance the quality of life in Lexington by providing quality drinking water, by ensuring the proper and safe discharge of our wastewater and by maintaining our commitment to improving the infrastructure.

Budget Overview: The FY2023 budget request for the Water Enterprise Fund is \$13,906,348. This is an increase of \$1,281,882 or 10.15% more than FY2022. Compensation is increasing \$10,216 or 1.18% from FY2022, due to contractually obligated increases. The expense request of \$533,500 is \$19,200 or 3.73% more than FY2022.

Cash capital was added to the operating budget, beginning in FY2021, and is scheduled to increase by \$200,000 per year for a minimum of 10 years. This will result in reduced debt service costs over time, providing a better value to rate payers.

A preliminary FY2023 MWRA assessment will be issued in February by the MWRA Board of Directors to be followed by the final assessment in June 2022. For now, an increase of 10% has been projected. Indirect payments to the General Fund are preliminarily, shown with a 4.86% increase, with final numbers pending the completion of an Indirect Cost Study by the Finance Department. OPEB and Debt service numbers are preliminary as well.

The Water Division maintains and repairs the water system which delivers water to Lexington homes and businesses. The system has been operated as an enterprise fund since 1988, which means that fees charged to customers are calculated to cover all operating and capital expenses. These expenses include the purchase of the water from the Massachusetts Water Resources Authority (MWRA) and the operating expenses of the Water Division.

The Water Division has a three-block inclining rate structure to encourage water conservation. As a customer uses more water, the water rate increases. Customers are billed twice per year based on water consumption from which a sewer charge is determined.

Division Goals:

1. Continue with the Hydrant Maintenance Program.
2. Continue working with the vendor implementing the Automatic Meter Reading System (AMR).
3. Implement a valve/hydrant maintenance and/or backflow/cross connection program.
4. Continue to evaluate water usage, to move towards conservation efforts.

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$0	\$0	\$0	\$0	\$0	—%
Enterprise Funds						
Retained Earnings	\$0	\$0	\$0	\$0	\$0	—%
User Charges	\$10,594,289	\$13,560,393	\$12,316,466	\$13,598,348	\$1,281,882	10.41%
Meter Charges	\$44,896	\$75,844	\$35,000	\$35,000	\$0	—%
Investment Income	\$17,931	\$6,399	\$8,000	\$8,000	\$0	—%
Fees & Charges	\$399,794	\$265,633	\$265,000	\$265,000	\$0	—%
Total 3600 Water Enterprise	\$11,056,910	\$13,908,269	\$12,624,466	\$13,906,348	\$1,281,882	10.15%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$660,929	\$834,114	\$865,454	\$875,670	\$10,216	1.18%
Expenses	\$420,436	\$467,078	\$514,300	\$533,500	\$19,200	3.73%
Cash Capital	\$0	\$200,000	\$400,000	\$600,000	\$200,000	50.00%
Debt	\$1,192,000	\$965,096	\$1,179,794	\$1,313,288	\$133,494	11.32%
MWRA	\$7,413,364	\$8,006,399	\$8,743,912	\$9,618,303	\$874,391	10.00%
OPEB	\$2,761	\$0	\$2,761	\$2,761	\$0	—%
Indirects	\$894,573	\$930,001	\$918,245	\$962,826	\$44,581	4.86%
Total 3600 Water Enterprise	\$10,584,063	\$11,402,688	\$12,624,466	\$13,906,348	\$1,281,882	10.15%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
3610 Water Operations	\$2,273,365	\$2,266,288	\$2,559,548	\$2,722,458	\$162,910	6.36%
3620 MWRA	\$7,413,364	\$8,006,399	\$8,743,912	\$9,618,303	\$874,391	10.00%
Cash Capital	\$0	\$200,000	\$400,000	\$600,000	\$200,000	50.00%
OPEB	\$2,761	\$0	\$2,761	\$2,761	\$0	—%
Indirects	\$894,573	\$930,001	\$918,245	\$962,826	\$44,581	4.86%
Total 3600 Water Enterprise	\$10,584,063	\$11,402,688	\$12,624,466	\$13,906,348	\$1,281,882	10.15%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$543,405	\$598,162	\$681,660	\$689,487	\$7,827	1.15%
Prior Year Retro Payments	\$0	\$54,507	\$0	\$0	\$0	—%
Overtime	\$117,523	\$181,445	\$183,794	\$186,183	\$2,389	1.30%
<i>Personal Services</i>	<i>\$660,929</i>	<i>\$834,114</i>	<i>\$865,454</i>	<i>\$875,670</i>	<i>\$10,216</i>	<i>1.18%</i>
Contractual Services	\$183,763	\$247,112	\$269,800	\$279,800	\$10,000	3.71%
Utilities	\$18,143	\$18,032	\$17,000	\$17,000	\$0	—%
Supplies	\$192,234	\$198,018	\$202,500	\$211,700	\$9,200	4.54%
Small Capital	\$26,296	\$3,916	\$25,000	\$25,000	\$0	—%
<i>Expenses</i>	<i>\$420,436</i>	<i>\$467,078</i>	<i>\$514,300</i>	<i>\$533,500</i>	<i>\$19,200</i>	<i>3.73%</i>
Cash Capital	\$0	\$200,000	\$400,000	\$600,000	\$200,000	50.00%
Debt	\$1,192,000	\$965,096	\$1,179,794	\$1,313,288	\$133,494	11.32%
MWRA	\$7,413,364	\$8,006,399	\$8,743,912	\$9,618,303	\$874,391	10.00%
OPEB	\$2,761	\$0	\$2,761	\$2,761	\$0	—%
Indirects	\$894,573	\$930,001	\$918,245	\$962,826	\$44,581	4.86%
Total 3600 Water Enterprise	\$10,584,063	\$11,402,688	\$12,624,466	\$13,906,348	\$1,281,882	10.15%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3600 Water Enterprise

<i>Authorized/Appropriated Staffing</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Superintendent of Water & Sewer	0.5	0.5	0.5	0.5
Utility Billing Manager	0.5	0.5	0.5	0.5
Crew Chief	2	2	2	2
Grader-Shovel Operator	1	1	1	1
Leadman/Cross Connector Inspector	2	2	2	2
Heavy Equipment Operator	4	4	4	4
Laborer-Truck Driver	1	1	1	1
Department Assistant	0.2	0.2	0.2	0.2
Total FTE	11.2	11.2	11.2	11.2
Total FT/PT	10 FT/3 PT	10 FT/3 PT	10 FT/3 PT	10 FT/3 PT



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3600 Water Enterprise

Element: 3610 Water Operations

Budget Description: The Water Operations Compensation budget funds one-half of the salaries for the Superintendent and Utility Billing Manager, and one-fifth of a DPW clerk's salary, along with the wages of 10 Water Division employees. Water staff work with the Water/Sewer Abatement Board.

The Water Division is requesting Compensation of \$875,670 which is an increase of \$10,216 or 1.18% from FY2022, due to the cost of contractually obligated step increases and cost of living adjustments. The Expense request of \$533,500 reflects an increase of \$19,200 or 3.73% from FY2022. The main areas of increases are in postage and supplies. The professional development increase is due to the need to provide training and licenses for existing and several new personnel. Postage is increasing to cover the actual costs and cover any additional costs to inform residents of water conservation.

Please note that debt service is subject to change for FY2023 as the impact of the proposed FY2023 water capital budget is evaluated.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$542,205	\$598,162	\$676,560	\$681,787	\$5,227	0.77%
513000	Overtime	\$117,523	\$181,445	\$183,794	\$186,183	\$2,389	1.30%
514115	Prior Year Retro Payments	\$0	\$54,507	\$0	\$0	\$0	—%
514100	Stipends	\$1,200	\$0	\$5,100	\$7,700	\$2,600	50.98%
Subtotal Compensation		\$660,928	\$834,114	\$865,454	\$875,670	\$10,216	1.18%

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
520000	Contract Services	\$115,917	\$180,330	\$160,000	\$160,000	\$0	—%
538080	Printing & Forms	\$174	\$355	\$2,000	\$2,000	\$0	—%
530000	Professional Services	\$25,315	\$28,075	\$40,000	\$45,000	\$5,000	12.50%
538110	Police Details	\$10,768	\$13,235	\$22,000	\$22,000	\$0	—%
538010	Advertising	\$1,510	\$559	\$1,000	\$1,000	\$0	—%
524030	Equip. Service & Repair	\$5,956	\$555	\$3,500	\$4,500	\$1,000	28.57%
527020	Equipment Rental	\$0	\$0	\$500	\$500	\$0	—%
538060	Catering/Meals	\$475	\$940	\$800	\$800	\$0	—%
538050	Drug & Alcohol Testing	\$1,042	\$2,490	\$6,000	\$6,000	\$0	—%
542020	Postage & Mailing	\$15,471	\$15,014	\$16,000	\$18,000	\$2,000	12.50%
530060	Prof Dev & Training	\$6,395	\$3,674	\$8,000	\$9,000	\$1,000	12.50%
530040	Sem./Workshops/Conf.	\$740	\$1,883	\$8,000	\$9,000	\$1,000	12.50%
534040	Software Maintenance	\$0	\$0	\$2,000	\$2,000	\$0	—%
521000	Utilities	\$945	\$0	\$500	\$500	\$0	—%
521010	Electricity	\$2,000	\$1,715	\$4,000	\$4,000	\$0	—%
531000	Water/Sewer	\$10,864	\$12,588	\$8,000	\$8,000	\$0	—%
534020	Telephone	\$1,888	\$1,625	\$2,000	\$2,000	\$0	—%
534030	Mobile Devices	\$2,446	\$2,103	\$2,500	\$2,500	\$0	—%
558000	Supplies	\$11,630	\$2,713	\$8,000	\$8,000	\$0	—%
542000	Office Supplies	\$1,153	\$571	\$1,000	\$1,200	\$200	20.00%
573000	Membership/Dues	\$1,099	\$890	\$2,500	\$2,500	\$0	—%
558010	Clothing & Safety Equipment	\$10,507	\$11,642	\$12,000	\$14,000	\$2,000	16.67%
545010	Chemicals & Cleaning Supplies	\$0	\$0	\$1,000	\$1,000	\$0	—%
553030	Motors/Pumps	\$0	\$1,311	\$2,000	\$2,000	\$0	—%
553040	Pipes & Fittings	\$17,412	\$22,694	\$36,000	\$36,000	\$0	—%
553060	Tools/Lumber/Hardware	\$18,812	\$9,795	\$8,000	\$10,000	\$2,000	25.00%
553070	Paving Supplies & Materials	\$15,778	\$12,238	\$30,000	\$30,000	\$0	—%
548020	Vehicle Parts & Supplies	\$20,870	\$8,881	\$5,000	\$10,000	\$5,000	100.00%
585010	Hydrants & Meters	\$70,703	\$100,524	\$85,000	\$85,000	\$0	—%
553080	Sand & Gravel	\$24,271	\$26,759	\$12,000	\$12,000	\$0	—%
585020	Small Equipment	\$845	\$2,879	\$5,000	\$5,000	\$0	—%
585030	Vehicles	\$25,451	\$1,037	\$20,000	\$20,000	\$0	—%
<i>Subtotal Expenses</i>		<i>\$420,437</i>	<i>\$467,075</i>	<i>\$514,300</i>	<i>\$533,500</i>	<i>\$19,200</i>	<i>3.73%</i>
591000	Long-Term Debt Principal	\$1,024,242	\$865,002	\$942,430	\$1,075,924	\$133,494	14.16%
591500	Long-Term Debt Interest	\$167,759	\$97,888	\$204,031	\$204,031	\$0	—%
592510	Interest on Temp. Loans	\$0	\$2,207	\$33,333	\$33,333	\$0	—%
595000	Repay Temp. Loans	\$0	\$0	\$0	\$0	\$0	—%
593000	Issuance Costs	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Debt</i>		<i>\$1,192,001</i>	<i>\$965,097</i>	<i>\$1,179,794</i>	<i>\$1,313,288</i>	<i>\$133,494</i>	<i>11.32%</i>
Total 3610 Water Operations		\$2,273,366	\$2,266,286	\$2,559,548	\$2,722,458	\$162,910	6.36%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3600 Water Enterprise

Element: 3620 Water MWRA

Budget Description: Lexington belongs to the Massachusetts Water Resources Authority (MWRA) from which it purchases almost two billion gallons of water each year. The Town provides this water to approximately 99.8% of Lexington residences and businesses.

The FY2023 MWRA assessment is shown as a 10% 'placeholder' at this time. The preliminary FY2023 assessment will be known in February, with the final assessment being approved by the MWRA Board of Directors in June 2022.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
531010	MWRA Assessment	\$7,413,364	\$8,006,399	\$8,743,912	\$9,618,303	\$874,391	10.00%
Subtotal MWRA		\$7,413,364	\$8,006,399	\$8,743,912	\$9,618,303	\$874,391	10.00%
Total 3620 MWRA		\$7,413,364	\$8,006,399	\$8,743,912	\$9,618,303	\$874,391	10.00%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3700 Sewer Enterprise

Mission: The Water/Sewer Division strives to enhance the quality of life in Lexington by providing quality drinking water, by ensuring the proper and safe discharge of our wastewater and by maintaining our commitment to improving the infrastructure.

Budget Overview: The FY2023 budget request for the Sewer Enterprise Fund is \$12,249,285. This is an overall increase of \$1,046,015 or 9.34% more than FY2022. Compensation is increasing \$11,779 or 3.02% from FY2022, due to contractually obligated increases. Expenses are increasing by \$3,750 or 0.82% from FY2022.

Cash capital was added to the operating budget, beginning in FY2021, and is scheduled to increase by \$100,000 per year for a minimum of 10 years. This will result in reduced debt service costs over time, providing a better value to rate payers.

A preliminary FY2023 MWRA assessment will be issued in February by the MWRA Board of Directors to be followed by final assessment in June 2022. Indirect payments to the General Fund are preliminarily shown as increasing by \$23,938 or 4.66%, with final numbers pending the completion of an Indirect Cost Study by the Finance Department. OPEB and debt service numbers are also preliminary.

The Sewer Division maintains the entire sewer system, which serves 99% of Town residences, and ensures the safe and proper discharge of the Town's wastewater. This system has operated as an enterprise fund since 1988, which means that sewer rates charged to customers are calculated to cover all operating, capital and indirect expenses of the Sewer Division. Customer sewer utilization is determined based on water usage over the same period.

Division Goals:

1. Continue the pipe flushing program and root removal in all areas.
2. Work with the Water Enterprise Division on the ongoing Automatic Meter Reading System project. (AMR).
3. Continue to educate the public on the costs and problems created by Inflow & Infiltration.

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$0	\$0	\$0	\$0	\$0	—%
Enterprise Funds						
Retained Earnings	\$0	\$0	\$0	\$0	\$0	—%
User Charges	\$9,885,948	\$10,763,060	\$10,841,270	\$11,887,286	\$1,046,016	9.65%
Connection Fees	\$695	\$773	\$0	\$0	\$0	—%
Investment Income	\$14,259	\$8,811	\$8,000	\$8,000	\$0	—%
Fees & Charges	\$514,538	\$388,599	\$354,000	\$354,000	\$0	—%
Total 3700 Sewer Enterprise	\$10,415,440	\$11,161,243	\$11,203,270	\$12,249,286	\$1,046,016	9.34%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Compensation	\$226,162	\$315,205	\$389,779	\$401,558	\$11,779	3.02%
Expenses	\$284,781	\$325,634	\$454,650	\$458,400	\$3,750	0.82%
Cash Capital	\$0	\$100,000	\$200,000	\$300,000	\$100,000	50.00%
Debt	\$1,200,863	\$1,243,337	\$1,464,513	\$1,553,340	\$88,827	6.07%
MWRA	\$7,837,139	\$7,922,359	\$8,177,213	\$8,994,934	\$817,721	10.00%
OPEB	\$3,004	\$0	\$3,004	\$3,004	\$0	—%
Indirects	\$532,094	\$541,663	\$514,111	\$538,049	\$23,938	4.66%
Total 3700 Sewer Enterprise	\$10,084,043	\$10,448,198	\$11,203,270	\$12,249,285	\$1,046,015	9.34%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
3710 Sewer Enterprise	\$1,711,806	\$1,884,177	\$2,308,942	\$2,413,298	\$104,356	4.52%
3720 - MWRA	\$7,837,139	\$7,922,359	\$8,177,213	\$8,994,934	\$817,721	10.00%
Cash Capital	\$0	\$100,000	\$200,000	\$300,000	\$100,000	50.00%
OPEB	\$3,004	\$0	\$3,004	\$3,004	\$0	—%
Indirects	\$532,094	\$541,663	\$514,111	\$538,049	\$23,938	4.66%
Total 3700 Sewer Enterprise	\$10,084,043	\$10,448,199	\$11,203,270	\$12,249,285	\$1,046,015	9.34%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$197,259	\$252,732	\$305,063	\$315,741	\$10,678	3.50%
Prior Year Retro Payments	\$0	\$12,329	\$0	\$0	\$0	—%
Overtime	\$28,903	\$50,144	\$84,716	\$85,817	\$1,101	1.30%
<i>Personal Services</i>	\$226,162	\$315,205	\$389,779	\$401,558	\$11,779	3.02%
Contractual Services	\$134,846	\$131,011	\$207,400	\$207,400	\$0	—%
Utilities	\$108,424	\$111,977	\$130,000	\$131,000	\$1,000	0.77%
Supplies	\$41,511	\$81,788	\$103,250	\$105,900	\$2,650	2.57%
Small Capital	\$0	\$858	\$14,000	\$14,100	\$100	0.71%
<i>Expenses</i>	\$284,781	\$325,634	\$454,650	\$458,400	\$3,750	0.82%
Cash Capital	\$0	\$100,000	\$200,000	\$300,000	\$100,000	50.00%
Debt	\$1,200,863	\$1,243,337	\$1,464,513	\$1,553,340	\$88,827	6.07%
MWRA	\$7,837,139	\$7,922,359	\$8,177,213	\$8,994,934	\$817,721	10.00%
OPEB	\$3,004	\$0	\$3,004	\$3,004	\$0	—%
Indirects	\$532,094	\$541,663	\$514,111	\$538,049	\$23,938	4.66%
Total 3700 Sewer Enterprise	\$10,084,043	\$10,448,198	\$11,203,270	\$12,249,285	\$1,046,015	9.34%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3700 Sewer Enterprise

<i>Authorized/Appropriated Staffing</i>	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Supt. of Water & Sewer	0.5	0.5	0.5	0.5
Utility Billing Manager	0.5	0.5	0.5	0.5
Crew Chief	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Department Assistant	0.2	0.2	0.2	0.2
Seasonal Assistant	0.4	0.4	0.4	0.4
Seasonal Laborer	0.3	0.3	0.3	0.3
Total FTE	4.9	4.9	4.9	4.9
Total FT/PT	3 FT/5 PT	3 FT/5 PT	3 FT/5 PT	3 FT/5 PT



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3700 Sewer Enterprise

Element: 3710 Sewer Operations

Budget Description: The Sewer Operations budget funds one-half of the salaries for the Superintendent and Utility Billing Manager, and one-fifth of a DPW clerk's salary, along with the wages of three Sewer division employees and two seasonal employees. Sewer staff work with the Water/Sewer Abatement Board.

The Sewer division is requesting Compensation of \$401,558 which is an increase of \$11,779 or 3.02% from FY2022, due to the cost of contractually obligated step increases and cost of living adjustments. The expense request of \$458,400 is \$3,750 or 0.82% more than FY2022. The increase in Contractual Services is due to cost increases for services to repair wastewater services to residents, video inspection of wastewater services when needed, plus cost increases to resurface roadways over sewer services that will be or were repaired. Fees for postal services is increasing due to cost increases and to inform residents of water conservation. Debt service numbers are preliminary.

Please note that debt service is subject to change for FY2023 as the impact of the proposed FY2023 sewer capital budget is evaluated.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
511000	Regular Wages	\$197,159	\$251,532	\$277,543	\$287,702	\$10,159	3.66%
513000	Overtime	\$28,903	\$50,144	\$84,716	\$85,817	\$1,101	1.30%
514115	Prior Year Retro Payments	\$0	\$12,329	\$0	\$0	\$0	—%
511010	Part-Time Wages	\$0	\$0	\$18,179	\$18,545	\$366	2.01%
512000	Seasonal Part-Time	\$0	\$0	\$7,641	\$7,794	\$153	2.00%
514100	Stipends	\$100	\$1,200	\$1,700	\$1,700	\$0	—%
Subtotal Compensation		\$226,162	\$315,205	\$389,779	\$401,558	\$11,779	3.02%

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
520000	Contract Services	\$89,119	\$37,414	\$35,000	\$35,000	\$0	—%
538080	Printing & Forms	\$0	\$79	\$3,000	\$3,000	\$0	—%
530000	Professional Services	\$825	\$31,780	\$45,000	\$45,000	\$0	—%
538110	Police Details	\$528	\$4,502	\$2,000	\$2,000	\$0	—%
538010	Advertising	\$2,228	\$176	\$400	\$400	\$0	—%
524020	Facility Service & Repair	\$26,241	\$38,722	\$95,000	\$95,000	\$0	—%
524030	Equip. Service & Repair	\$0	\$2,630	\$3,000	\$3,000	\$0	—%
527020	Equipment Rental	\$0	\$0	\$500	\$500	\$0	—%
538060	Catering/Meals	\$269	\$307	\$500	\$500	\$0	—%
538050	Drug & Alcohol Testing	\$637	\$1,475	\$1,000	\$1,000	\$0	—%
542020	Postage & Mailing	\$15,000	\$12,000	\$13,000	\$13,000	\$0	—%
530060	Prof Dev & Training	\$0	\$456	\$3,500	\$3,500	\$0	—%
530040	Sem./Workshops/Conf.	\$0	\$1,471	\$3,500	\$3,500	\$0	—%
534040	Software Maintenance	\$0	\$0	\$2,000	\$2,000	\$0	—%
521000	Utilities	\$2,788	\$2,830	\$3,000	\$3,000	\$0	—%
521010	Electricity	\$96,769	\$99,393	\$119,000	\$120,000	\$1,000	0.84%
531000	Water/Sewer	\$6,117	\$7,453	\$5,000	\$5,000	\$0	—%
534020	Telephone	\$1,850	\$1,645	\$2,000	\$2,000	\$0	—%
534030	Mobile Devices	\$901	\$657	\$1,000	\$1,000	\$0	—%
558000	Supplies	\$158	\$2,920	\$5,000	\$5,000	\$0	—%
542000	Office Supplies	\$482	\$334	\$500	\$500	\$0	—%
573000	Membership/Dues	\$296	\$706	\$750	\$900	\$150	20.00%
558010	Clothing & Safety Equipment	\$3,882	\$3,407	\$4,000	\$4,500	\$500	12.50%
545010	Chemicals & Cleaning Supplies	\$10,091	\$10,020	\$11,000	\$11,000	\$0	—%
553030	Motors/Pumps	\$0	\$323	\$3,000	\$3,000	\$0	—%
553040	Pipes & Fittings	\$3,546	\$12,080	\$6,000	\$6,000	\$0	—%
553060	Tools/Lumber/Hardware	\$2,006	\$4,584	\$5,000	\$5,000	\$0	—%
553070	Paving Supplies & Materials	\$6,205	\$7,549	\$5,000	\$5,000	\$0	—%
548020	Vehicle Parts & Supplies	\$947	\$5,231	\$6,000	\$8,000	\$2,000	33.33%
585010	Hydrants & Meters	\$8,898	\$25,500	\$55,000	\$55,000	\$0	—%
553080	Sand & Gravel	\$5,000	\$9,133	\$2,000	\$2,000	\$0	—%
585020	Small Equipment	\$0	\$0	\$500	\$500	\$0	—%
542040	Office Equipment	\$0	\$43	\$500	\$600	\$100	20.00%
585030	Vehicles	\$0	\$815	\$13,000	\$13,000	\$0	—%
<i>Subtotal Expenses</i>		<i>\$284,783</i>	<i>\$325,635</i>	<i>\$454,650</i>	<i>\$458,400</i>	<i>\$3,750</i>	<i>0.82%</i>
591000	Long-Term Debt Principal	\$964,183	\$1,017,243	\$1,178,717	\$1,267,544	\$88,827	7.54%
591500	Long-Term Debt Interest	\$227,434	\$218,370	\$195,436	\$195,436	\$0	—%
592510	Interest on Temp. Loans	\$9,247	\$7,724	\$90,360	\$90,360	\$0	—%
595000	Repay Temp. Loans	\$0	\$0	\$0		\$0	—%
593000	Issuance Costs	\$0	\$0	\$0	\$0	\$0	—%
<i>Subtotal Debt</i>		<i>\$1,200,864</i>	<i>\$1,243,337</i>	<i>\$1,464,513</i>	<i>\$1,553,340</i>	<i>\$88,827</i>	<i>6.07%</i>
Total 3710 Sewer Enterprise		\$1,711,809	\$1,884,177	\$2,308,942	\$2,413,298	\$104,356	4.52%



Town of Lexington

FY2023 Budget Development

Departmental Budget Requests

Program: 3000 Public Works

Subprogram: 3700 Sewer Enterprise

Element: 3720 Sewer MWRA

Budget Description: The Town of Lexington pays the Massachusetts Water Resource Authority (MWRA) to treat and dispose of the Town's sewage.

The FY2023 MWRA assessment is shown as a 10% 'placeholder' at this time. The preliminary FY2023 assessment will be known in February, with the final assessment being approved by the MWRA Board of Directors in June 2022.

Budget Data (by Object Code)

Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Request	Dollar Increase	Percent Increase
531010	MWRA Assessment	\$7,837,139	\$7,922,359	\$8,177,213	\$8,994,934	817,721	10.00%
<i>Subtotal Expenses</i>		\$7,837,139	\$7,922,359	\$8,177,213	\$8,994,934	\$817,721	10.00%
Total 3720 MWRA		\$7,837,139	\$7,922,359	\$8,177,213	\$8,994,934	\$817,721	10.00%

Town of Lexington, Massachusetts



Fiscal Year 2023

**Department of Public Works
Enterprise Fund
Capital Submission**



Department of Public Works

FY2023-27 Enterprise Capital Summary

ID#	Program Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
6001	Pump Station Upgrades	\$ 575,000	\$ 75,000	\$ —	\$ —	\$ —	Cash Capital, Bonding, Sewer, State Aid
6002	Sanitary Sewer System Investigation and Improvements	\$ 1,020,000	\$ 1,040,404	\$ 1,061,210	\$ 1,082,431	\$ 1,104,080	Cash Capital, Bonding, Sewer, State Aid
6101	Water Distribution System Improvements	\$ 2,200,000	\$ 2,244,000	\$ 2,288,900	\$ 2,334,670	\$ 2,381,360	Cash Capital, Bonding, Water
6102	Hydrant Replacement Program	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	Cash Capital, Water
Total DPW Enterprise Capital Programs		\$ 3,870,000	\$ 3,434,404	\$ 3,425,110	\$ 3,492,101	\$ 3,560,440	

ID#	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
DPW-23-12	Water Tower(s) replacement	\$ —	\$ —	\$ 2,156,250	\$ 9,803,750	\$ —	Water and possibly MWRA state aid loans
Total DPW Enterprise Capital Projects		\$ —	\$ —	\$ 2,156,250	\$ 9,803,750	\$ —	



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Pump Station Upgrades

Date: 9-21-20

Program ID: 6001 **Department:** Department of Public Works

Revised: 11-19-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Capital Program:

FY2023 - \$575,000. Lexington has 10 Sewer pumping stations. In July 2013, a detailed evaluation and capital plan was developed for the town with the assistance of Wright-Pierce. This includes a detailed engineering survey of the pump stations to determine current and future needs as well as a time table and probable costs for the proposed work. We have attached a table detailing the recommended repair / replacement schedule including costs. This table has been adjusted based on work performed and reprioritization. Future funding is being requested for the replacement of pumping stations, wet wells, dry wells, electrical work and controls. The request is part of the Wright Pierce 20-year repair/replacement plan for the 10 Sewer pumping stations. The Worthen Road pump station is complete. The Marshall and Constitution Road pump stations are also complete. Stations are constantly monitored and if a more urgent need is determined the schedule will be adjusted to meet the needs.

Goals of Capital Program:

Preserving the Town's Infrastructure and maintaining the Collection System as well as providing backup generator power for emergency situations.

Impact if Not Maintained:

Pump failure results in sewer surcharging and overflows. The overflows create a public health risk and environmental damage.

Major Spending over Past 5 Years:

This past year the Marshall Road and Constitution Pump station were replaced and generators were installed. Previous years included similar work at the Worthen Road Pump Station and Brigham Road Pump Station. Current we are at final design for the Hayden Ave and the North Street Pump Station.

Work Currently Underway:

The Hayden Ave Station is being prepared to bid and we are working with the property owner and MassDOT to secure easements for the work.

Planned Spending for Next 5 Years:

Construction of North Street and Hayden Ave Pump Station. Hayden will be bid this fall and based on the current bidding climate we anticipate the need for additional funding in order to bid and construct the North Street station and that is demonstrated in this years request. Phase 2 upgrades to the Main Station and updated asset management plan for the town pump stations. The phase 2 upgrade evaluation has been completed and we are working through prioritization and will add this to the long term capital plan once that is finalized. The remaining pump station that will not have a back-up generator after the completion of North and Hayden is the Bowman Street station. This station is very small and there is no intent to add a generator.

Basis for Cost Projections:

These costs were determined based on recently constructed pump stations which included contract #13-43, #15-40, #16-27, #18-06 and #19-68. Evaluation of recent bidding in other communities has shown a significant increase in pricing.

Stakeholders: Lexington residents.

Operating Budget Impact:

Upgrading the pumps and support systems enable the pumps to run better using less energy and avoiding emergency expenditures.

Funding Source: Cash Capital, Bonding, Sewer, State Aid

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2016/12B	\$ 800,000	\$ 775,071	\$ 24,930	\$ —	\$ —
2017/14B	\$ 800,000	\$ 786,013	\$ 13,987	\$ —	\$ —
2018/18B	\$ 800,000	\$ 275,038	\$ 32,477	\$ 492,485	\$ —
2019/18B	\$ 700,000	\$ 86,216	\$ 34	\$ 613,750	\$ —
2020/14B	\$ 401,200	\$ —	\$ —	\$ 401,200	\$ —
2021/14B	\$ 520,000	\$ —	\$ —	\$ 520,000	\$ —
Totals	\$ 4,021,200	\$ 1,922,338	\$ 71,428	\$ 2,027,435	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 575,000	\$ 75,000	TBD		
Construction	\$ —			TBD	
Equipment					
Contingency					
Totals	\$ 575,000	\$ 75,000	\$ —	\$ —	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Sanitary Sewer System Investigation and Improvements

Date: 9-21-20

Program ID: 6002 **Department:** Department of Public Works

Revised: 11-19-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Capital Program:

FY2023 - \$1,020,000. This annual program provides for rehabilitation of sanitary sewer infrastructure. the sanitary sewer infrastructure is made up of approximately 176 miles of main line, 8.5 miles of force main and 5280 manholes. Engineering investigation and evaluation will continue on sewers throughout town including those in remote, hard to access areas. Work will include replacement or repair of deteriorated sewers, force mains, and manholes to improve flow and reduce inflow and infiltration (I/I) into the system. Further identification, prioritization, and repair of sanitary sewer in the town reducing inflow and infiltration into the system has been ongoing in several sewer basins in town.

Goals of Capital Program:

The town has an aging collection network and through investigation we have determined that there are numerous areas of cracking, blockages, and failures. There is also considerable infiltration and infiltration resulting from such conditions. When clean storm water uses pipe capacity, wastewater cannot be conveyed and sewage overflows occur. These capital investments improve the operation of the sewer system and reduce backups and potential overflows. Additionally it has been shown that water quality can be improved in our brooks.

Impact if Not Maintained:

Sewage leaks and overflows present a direct danger to the health of the community through transmission of waterborne diseases. In addition, the town payment to MWRA for sewage treatment is based on total flow through the meter at the Arlington town line. Excessive flow of Stormwater in the sewer results in unnecessarily higher sewage bills.

Major Spending over Past 5 Years:

Map to be attached once available

Work Currently Underway:

Map to be attached once available

Planned Spending for Next 5 Years:

Map to be attached once available. As of the development of this capital request our Phase 8 improvements (focussed in subbasins 11&13) are out to bid.

Basis for Cost Projections:

Cost projections are based on recent contracted costs from Phase 6 and Phase 7 improvements

Stakeholders: All residents with sanitary sewer in Lexington.

Operating Budget Impact:

These capital investments prevent system malfunctions and reduce the measured flows through the MWRA meter. Additionally, they reduce the likelihood of catastrophic failure of a sewer system resulting in emergency repairs. Project may be eligible for MWRA grant loan program if funding is available. The current program MWRA funding phase has strictly a loan component with no grant. Early indications are that the next allocated phase may again contain grant funding. The Department remains current with using all available MWRA funds.

Funding Source: Cash Capital, Bonding, Sewer, State Aid

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2015/15A	\$ 1,200,000	\$ 1,198,400	\$ 1,600	\$ —	\$ —
2016/12A	\$ 1,000,000	\$ 986,938	\$ 13,062	\$ —	\$ —
2017/14A	\$ 1,000,000	\$ 969,632	\$ 30,368	\$ —	\$ —
2018/18A	\$ 1,000,000	\$ 1,000,000	\$ —	\$ —	\$ —
2019/18A	\$ 1,000,000	\$ 620,100	\$ 379,900	\$ —	\$ —
2020/14A	\$ 1,000,000	\$ 326,888	\$ 375,968	\$ 297,144	\$ —
2021/14A	\$ 1,000,000	\$ —	\$ —	\$ 1,000,000	\$ —
Totals	\$ 7,200,000	\$ 5,101,958	\$ 800,898	\$ 1,297,144	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 168,300	\$ 171,670	\$ 175,100	\$ 178,601	\$ 182,173
Construction	\$ 851,700	\$ 868,734	\$ 886,110	\$ 903,830	\$ 921,907
Equipment					
Contingency					
Totals	\$ 1,020,000	\$ 1,040,404	\$ 1,061,210	\$ 1,082,431	\$ 1,104,080
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Water Distribution System Improvements

Date: 9-21-20

Program ID: 6101 **Department:** Department of Public Works

Revised: 9-17-21

Submitted by: John Livsey

Phone: 781-274-8305

Email: jlivsey@lexingtonma.gov

Description of Capital Program:

FY2023 - \$2,200,000. This is an annual program for replacement of unlined, inadequate, aged and breaking water main and deteriorated service connections as well as the elimination of dead ends in water mains. We have completed a hydraulic model for the entire distribution network along with an asset management plan. The requested funding will allow for us to continue the implementation of the recommended replacements as we continue to eliminate unlined water mains in town and also perform replacements of lines with high break rates and high criticality and consequence of failure. Additionally the town owns two water tanks that have various capital needs including painting, ring wall repair, and bolt repair.

Goals of Capital Program:

The model identifies areas of vulnerability, water aging, and those areas with low volumes and pressures. Additionally evaluation of the town water break history and its relation to pipe type and age have been identified. This funding will allow us to continue with a proactive approach to replacing our aging water infrastructure. The funding beginning in FY2020 accounts for annual replacement of 1% of our water main as recommended in the recently completed asset management plan.

Impact if Not Maintained:

Poor water drinking water quality for some users. Increased emergency response costs to repair breaks. Possible restriction of flow volume which will hamper fire-fighting effort and create low pressure issues for users.

Major Spending over Past 5 Years:

Water Main was recently replaced on Vaille Ave, Hartwell Ave, Eldred Street, a portion of Peacock Farm Road and White Pine Lane. Additionally a sustaining valve was installed on Grove Street to ensure proper pressures are maintained.

Work Currently Underway:

There are several areas that are in various stages of design and survey that are in need of new water main.. Additionally we have completed and submitted an EPA required risk and resiliency study (this is a new requirement for all water utilities).

Planned Spending for Next 5 Years:

We are anticipating water main replacements in the Parker Road neighborhood, Vine Street, Hayden Ave, Marshall Road and Lowell Street from Maple Street to and including Summer Street. A booster pump is planned for the low-pressure area along Fairfield Street. Additionally phase 1 of the water tank replacement study has begun and is a critical step toward tank replacement. Tank replacement is likely within the next 5 years. The existing funding was intended to be coupled with an MWRA project on Lowell Street that would allow the town 16" water main to be replaced at the same time as MWRA's 24" main installation to minimize neighborhood disruption. Unfortunately MWRA backed away from that coupled project so we intend to perform the 16" water main contract immediately following the MWRA project so that it can be completed in advance of roadway resurfacing.

Basis for Cost Projections:

The cost projections are based on the Water System Asset Management plan and the recommended replacement program.

Stakeholders: Water Users in Lexington - better pressure and quality

Operating Budget Impact:

Fewer water line breaks will lead to less emergency construction funds. In addition, newer water infrastructure means less loss due to leakage. Part of funding may be eligible for the MWRA interest free loan program.

Funding Source: Cash Capital, Bonding, Water

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2015/14	\$ 900,000	\$ 864,387	\$ 31,189	\$ 4,424	\$ —
2015 STM/4	\$ 2,500,000	\$ 2,465,781	\$ 34,219	\$ —	\$ —
2017/13	\$ 1,000,000	\$ 969,139	\$ 30,861	\$ —	\$ —
2018/17	\$ 1,000,000	\$ 979,433	\$ 20,567	\$ —	\$ —
2019/17	\$ 2,200,000	\$ 1,274,425	\$ 184,167	\$ 741,408	\$ —
2020/13	\$ 2,200,000	\$ —	\$ —	\$ 2,200,000	\$ —
2021/13A	\$ 1,110,000	\$ —	\$ —	\$ 1,110,000	\$ —
Totals	\$ 10,910,000	\$ 6,553,165	\$ 301,003	\$ 4,055,832	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer	\$ 220,000	\$ 224,400	\$ 228,900	\$ 233,470	\$ 238,140
Construction	\$ 1,980,000	\$ 2,019,600	\$ 2,060,000	\$ 2,101,200	\$ 2,143,220
Equipment					
Contingency					
Totals	\$ 2,200,000	\$ 2,244,000	\$ 2,288,900	\$ 2,334,670	\$ 2,381,360
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Program Investment

Program Name: Hydrant Replacement Program

Date: 9/23/2020

Program ID: 6102 **Department:** Department of Public Works

Revised: 9/24/2021

Submitted by: David Pavlik

Phone: 781-274-8356

Email: dpavlik@lexingtonma.gov

Description of Capital Program:

FY2023 - \$150,000 (\$75,000 funded from the Water Enterprise Fund and \$75,000 funded from the Tax Levy). The Town of Lexington has 1,747 fire hydrants in its fire protection system. Faulty hydrants need to be replaced annually to meet safety requirements. This is an ongoing replacement program designed to maintain the integrity of the fire protection system throughout town. A list of hydrants needing replacement each year is generated during the annual inspection and flushing of hydrants by the Water Department and the Fire Department. Based on discussions between the Water Department and the Fire Department, the target goal is to replace approximately 60 hydrants per year. With a replacement cost of approximately \$2,500 per hydrant (labor is currently provided by in-house staff and is covered in the operating budget), the capital request will ensure the continued operability of the fire protection system.

Goals of Capital Program:

For the safety of the buildings and infrastructure of Lexington, preservation of residences, and to comply with Fire Department safety requirements.

Impact if Not Maintained:

Diminished firefighting capacity resulting in property damage and possible loss of life.

Major Spending over Past 5 Years:

325 hydrants replaced over the last 5 years

Work Currently Underway:

To date a total of 57 hydrants have been replaced and 12 have been repaired as of June 2021.

Planned Spending for Next 5 Years:

same annual request

Basis for Cost Projections:

hydrant bid, associated parts, fill material

Stakeholders: Lexington residents.

Operating Budget Impact:

Upgrading older fire hydrants with more efficient hydrants to better comply with standards set by the National Fire Protection Association.

Funding Source: Cash Capital, Water

Prior Authorizations:

Town Meeting	Authorized	Expended	Encumbered	Remaining	Returned
2017/12F	\$ 150,000	\$ 150,000	\$ —	\$ —	\$ —
2018/16A	\$ 150,000	\$ 150,000	\$ —	\$ —	\$ —
2019/16A	\$ 150,000	\$ 152,699	\$ 8,955	\$ (11,654)	\$ —
2020/12C	\$ 150,000	\$ 3,900	\$ 15,098	\$ 131,002	\$ —
2021/12I	\$ 150,000	\$ —	\$ —	\$ 150,000	\$ —
Totals	\$ 750,000	\$ 456,599	\$ 24,053	\$ 269,348	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Design/Engineer					
Construction					
Equipment	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Contingency					
Totals	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —



Town of Lexington - FY2023-27 Capital Improvement Project

Project Name: Water Tower(s) replacement

Date: 10-13-20

Project ID: DPW-23-12 **Department:** Department of Public Works

Revised: 11-19-21

Submitted by: John Livsey

Phone: 781-274-8300

Email: jlivsey@lexingtonma.gov

Description of Project:

FY2023 - \$—. The Town of Lexington owns two water tanks located on Morgan Hill. The smaller tank is a bolted steel tank with a volume of 1 Million Gallons (MG) and was constructed in 1933. The larger tank is a bolted steel tank with a volume of 2.24 MG and was constructed in 1950. The funding requested in FY2025 will be used to design the replacement of the water tank(s). The FY2026 funding will be used toward the construction and construction management for the tank(s) replacement. This requested amount may adjust as we proceed with the evaluation and design and have a better understanding of the type of tank(s), number of tank(s) and other detail gathered during the evaluation. Additional restrictions are the ability to stage and construct on the same parcel and an exorbitant amount of private telecommunications hardware that is currently housed on the water towers. These will both have significant impacts on methods, location and cost to construct.

Justification/Benefit:

An analysis of both tanks was performed in 2018 at different times and identified numerous significant improvements and repairs that include recoating of both tanks on the interior and exterior, replacing and adding anchor bolts that secure the tank, upgrading to meet current code for both wind and seismic requirements and performing foundation and ring wall repairs amongst other more minor improvements. The cost of these items is substantial and the expected useful life of a tank is approximately 75 years. This puts the smaller tank beyond its useful life and the larger tank nearing its useful life. We had been recommending tank replacement, however there are a number of complications with this intent as well as significant cost increases based on these complications as well as cost increases for similar projects. Based on this we are reevaluating to determine the most appropriate solution moving forward.

Impact if Not Completed:

Doing nothing is not an alternative. At a minimum the repairs noted above need to be performed in the short term to extend the life and minimize the risk of tank failure.

Timeframe:

FY2023-27

Replacement Frequency:

The life span of a water tank is approximately 75 years. During this life-cycle maintenance, repairs, recoating, etc. is to be expected.

Basis for Cost Projections: The cost projections are based on Tanks that have been recently replaced in other towns. The siting and phasing evaluation will provide detail as to the possible tank types, tank siting and the advantages and disadvantages of a single tank versus multiple tanks. This information will allow for a refinement of the cost estimates.

Stakeholders: The stakeholders include the Lexington water users, direct abutters, to the tank site and the MWRA.

Operating Budget Impact: There is an operating expense to owning and maintaining the tanks. We do not anticipate any impacts to the operating budget once tanks are replaced.

Funding Source: Water and possibly MWRA state aid loans

Prior Authorizations:

Town Meeting	Description	Authorized	Expended	Encumbered	Remaining	Returned
2021/13B	Water Tower Replacement Design	\$ 300,000	\$ —	\$ —	\$ 300,000	\$ —
Totals		\$ 300,000	\$ —	\$ —	\$ 300,000	\$ —

**Data current as of November 23, 2021.*

Funding Request:

	FY2023	FY2024	FY2025	FY2026	FY2027
Site Acquisition			\$ 1,300,000		
Design/Engineer			\$ 575,000		
Project Management				\$ 525,000	
Construction				\$ 8,000,000	
Equipment					
Contingency			\$ 281,250	\$ 1,278,750	
Totals	\$ —	\$ —	\$ 2,156,250	\$ 9,803,750	\$ —
CPA Amount	\$ —	\$ —	\$ —	\$ —	\$ —